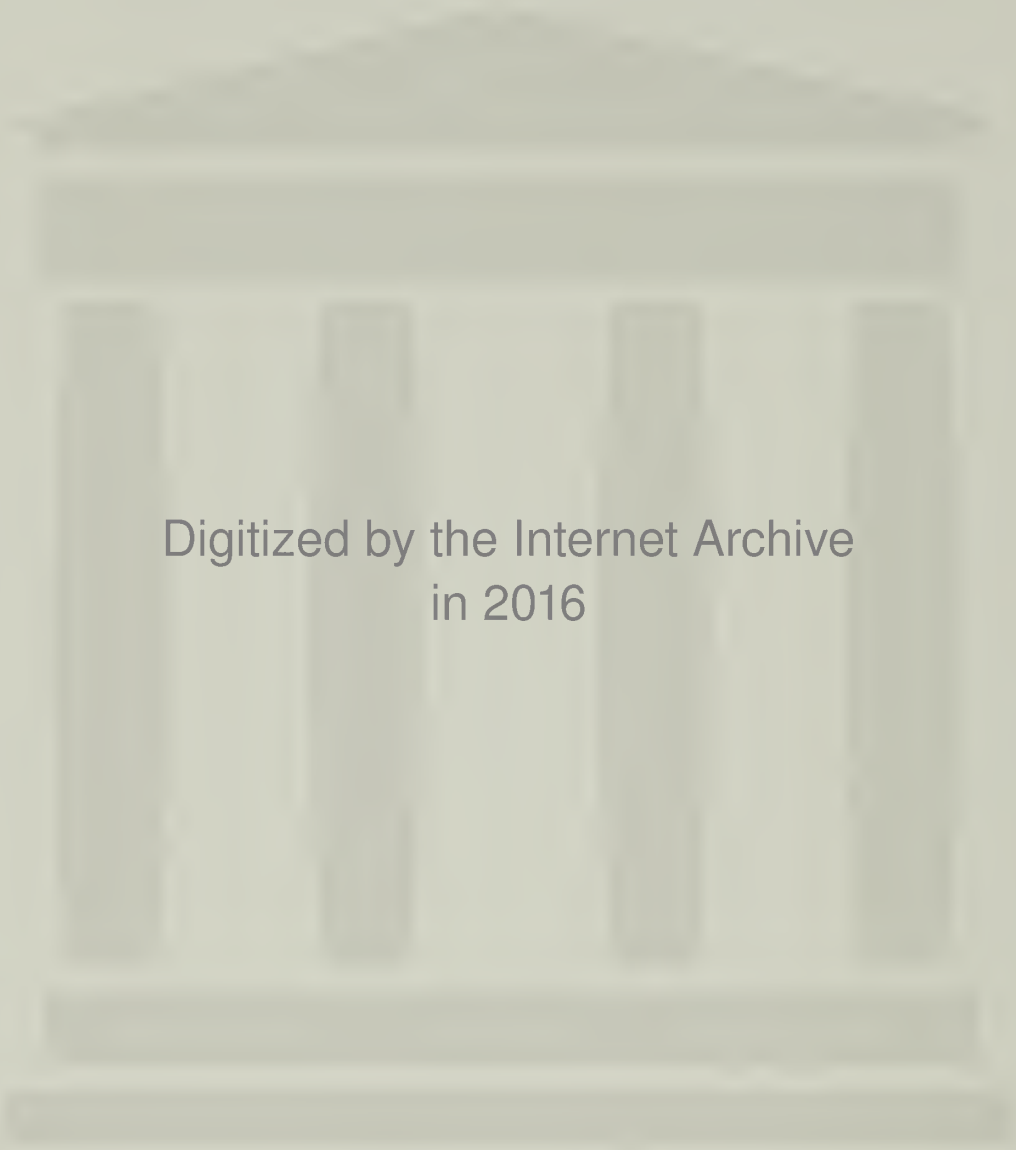




Course Catalog

Academic Year 2014-2015



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Fisher College 2014-2015 Course Catalog

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Message From the President

Dear Students,

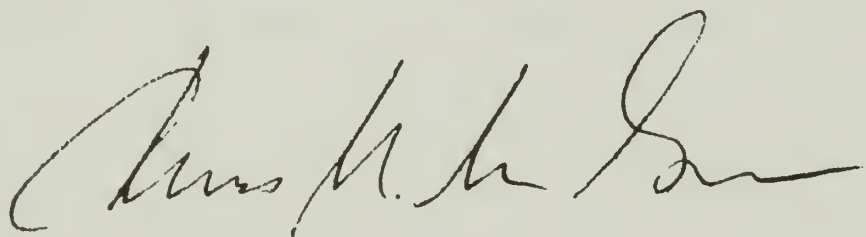
I would like to welcome and congratulate you on your decision to further your education. For more than a century, Fisher College has been improving lives by providing opportunities to students focused on the three most important aspects of a college experience: education, dedication, and life. Small class sizes deliver personalized education, and Fisher's dedicated faculty, staff, and alumni work collaboratively to ensure you have the tools needed to succeed through the college-to-career transition.

Fisher College's comprehensive and dynamic curricula are what make us known for academic excellence and exceptional career preparation. A vast array of student activities and a multicultural student body make for a unique and rewarding student experience. We strive to create a family atmosphere and believe in each student's potential to succeed academically, personally, and professionally.

The information in this course catalog is designed to assist you in navigating the path toward earning your degree from Fisher College. If you have questions about the policies, programs, or requirements, please do not hesitate to contact your professors, advisors, or staff members—they are here to help you succeed.

Once again, I welcome you and wish you much success in your education and beyond. I look forward to seeing you on campus.

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas M. McGovern". The signature is fluid and cursive, with a large initial "T" and "M".

Dr. Thomas M. McGovern
President

Day Division Calendar

Fall 2014

Saturday, September 6	Residence Halls Open for New Students
Saturday-Sunday, September 6-7	New Student Orientation
Sunday, September 7	Residence Halls Open for Returning Students
Monday, September 8	Fall Semester Classes Begin
Monday, September 15	Drop/Add Period Ends
Monday, October 13	Columbus Day – No Classes
Friday, October 24	Mid-Semester Grades Due
Tuesday, November 11	Veterans Day – No Classes
Friday, November 21	Last Day to Withdraw from Classes
Wednesday-Friday, November 26-28	Thanksgiving Break – No Classes
Friday, December 12	Fall Semester Classes End
Monday-Saturday, December 15-20	Final Exams

Day Division Calendar

Spring 2015

Sunday, January 18	Residence Halls Open for New Students
Sunday-Monday, January 18-19	New Student Orientation
Monday, January 19	Residence Halls Open for Returning Students
Tuesday, January 20	Spring Semester Classes Begin
Monday, January 26	Drop/Add Period Ends
Monday, February 16	Presidents' Day – No Classes
Friday, March 6	Mid-Semester Grades Due
Saturday-Sunday, March 7-15	Spring Break
Friday, April 3	Last Day to Withdraw from Classes
Monday, April 20	Patriots' Day
Monday, May 4	Spring Semester Classes End
Tuesday, May 5	Final Exams Begin at 1:00 PM
Wednesday-Monday, May 6, 7, 8, 9, and 11	Final Exams Continue
Saturday, May 16	Commencement

Division of Accelerated and Professional Studies Calendar

Fall 2014

Monday, September 1	Labor Day
Tuesday, September 2	Classes Begin – Fall Term 1
Tuesday, September 9	Add/Drop Period Ends
Monday, October 13	Columbus Day – No Classes
Wednesday, October 15	Last Day to Withdraw from Classes
Saturday, October 25	Classes End
Monday, October 27	Classes Begin – Fall Term 2
Monday, November 3	Add/Drop Period Ends
Tuesday, November 11	Veterans Day – No Classes
Wednesday-Friday, November 26 – 28	Thanksgiving Holiday Break
Wednesday, December 10	Last Day to Withdraw from Classes
Saturday, December 20	Classes End

Intersession Term

Monday, January 5 – Monday, January 26	January Intersession
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Spring 2015

Tuesday, January 20	Classes Begin – Spring Term 1
Tuesday, January 27	Add/Drop Period Ends
Monday, February 16	Presidents’ Day – No Classes
Wednesday, March 4	Last Day to Withdraw from Classes
Saturday, March 14	Classes End
Monday, March 16	Classes Begin - Spring Term 2
Monday March 23	Drop/Add Period Ends
Monday, April 20	Patriots’ Day – No Classes
Wednesday, April 29	Last Day to Withdraw from Classes
Saturday, May 9	Classes End
Saturday, May 16	Commencement

Summer 2015

Monday, May 11	Classes Begin – Summer Term 1
Monday, May 18	Add/Drop Period Ends
Monday, May 25	Memorial Day Holiday – No Classes
Monday, June 22	Last Day to Withdraw from Classes
Thursday, July 2	Classes End
Monday, July 6	Classes Begin – Summer Term 2
Monday, July 13	Add/Drop Period Ends
Wednesday, August 12	Last Day to Withdraw from Classes
Saturday, August 22	Classes End

Intersession Term

Monday, July 13 – Saturday, August 17	July Intersession
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General Information

Mission

Fisher College improves lives by providing students with the knowledge and skills necessary for a lifetime of intellectual and professional pursuits.

Motto

Ubique Fidelis: "Everywhere Faithful"

Purposes

- Fisher College enables students to earn a degree and seek a job upon graduation.
- Fisher College provides access to an education to students seeking the tools they need to achieve their goals.
- Dedicated, experienced, and caring educators allow Fisher College to accomplish its mission.
- Campus life enriches the Fisher community by offering students social and educational opportunities.
- The Fisher experience activates students to take ownership of their learning by preparing them to overcome challenges and pursue opportunities.
- Fisher's small-school setting allows students to form enduring and influential bonds with each other and with their professors.
- The Fisher community brings cultures and perspectives together in a dynamic arena.
- Fisher views ethical and moral development and public service as imperatives.
- Alumni hold an honored place in the life of the College and support their alma mater.

Historical Background

For more than a century, Fisher College has met its founders' call to move lives forward through education. Firmly established in the great collegiate center of Boston, Massachusetts, Fisher College provides opportunities for students of all ages and experiences. The hallmark of the Fisher story is its embrace of change. The College is keenly aware of developments in instruction and technology as well as the evolving role of higher education institutions. Fisher has continually responded by delivering pragmatic and focused programs. Reinforced by a unique student-centered philosophy, Fisher endures, and serves this and future generations.

College-Wide Learning Outcomes

Because of its commitment to academic excellence, the College requires that its graduates have demonstrated competencies in written and oral communication; computational skills; critical thinking and research skills; technological literacy; civic responsibility; and racial, ethnic, and cross-cultural understanding. Toward this end, each student is provided the opportunity to demonstrate the following competencies, abilities, and interests:

- Effective communication skills, including the abilities to speak and write cogently, and to conduct research demonstrating information literacy.
- The ability to understand and apply basic analytic-mathematical operations and to make logical inferences from quantitative data.
- Critical-thinking skills to organize and process information and to formulate effectively reasoned conclusions.
- Self-awareness and confidence, and the recognition of one's role and responsibility in an individual, social, civic, and moral context.
- An understanding of the multicultural values within a diverse American and global society sufficient to enable the student to interact collaboratively with others of a different culture.
- Learning skills necessary for lifelong personal and professional development.

Accreditation Status

Fisher College is accredited by the New England Association of Schools and Colleges. In the Division of Accelerated and Professional Studies, the Health Information Technology Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Nonprofit Status

Founded in 1903, Fisher College is a nonprofit educational institution approved by The Department of Higher Education of the Commonwealth of Massachusetts and authorized to grant the degrees of Bachelor of Arts, Bachelor of Science, Associate in Arts, Associate in Science, and various certificates.

Division of Accelerated and Professional Studies

Fisher's Division of Accelerated and Professional Studies (DAPS) was established in January 1975 to help men and women improve their occupational skills and prepare for positions of increased responsibility and stature. Today, Fisher offers programs at various locations in Massachusetts as well as online.

Fisher College actively recruits instructors who are practicing in their area of expertise. This allows them to bring real life challenges to the classroom.

DAPS students may enroll either full-time or part-time in a program. Qualified individuals receive an Associate in Science degree or an Associate in Arts degree within two years, or a bachelor's degree in four years, by attending full time. A certificate may be earned in one year by attending full time.

Online Education is offered to meet the needs of busy adults either unable to attend classroom courses due to distance, or by those who choose to use our highest level of convenience to meet their personal choices, busy lives, and time constraints. Online courses require no classroom-based meetings to complete, and are delivered on the Internet using the widely accepted and user-friendly academic learning system, Blackboard®, and the synchronous learning tool Collaborate.

Alumni Relations

Current students are the next generation of alumni leaders. The Office of Alumni Relations supports the Alumni Association, which maintains connections with 13,000 Fisher graduates who live in nearly every state and several countries – and work in virtually every field and industry. As alumni-in-training, students find many opportunities to be engaged with the College and Fisher alumni. Students show their loyalty to and appreciation of Fisher at the Phone-a-thon and through their Class Gift, attending alumni panels, and participating on the Alumni Board. This alumni community ensures that graduates maintain a lifelong relationship with each other and the College.

Alumni are welcome to use the library and our Office of Career Services at any time. Other facilities are limited to current student use.

Day and DAPS Contact Information

Day Division:

118 Beacon Street, Boston, MA 02116
617-236-8800

Division of Accelerated and Professional Studies:

Boston	
617-670-4403	infoboston@fisher.edu
Brockton	
774-296-7650	infobrockton@fisher.edu
New Bedford	
508-998-3254	infonewbedford@fisher.edu
North Attleborough	
508-699-6200	infoattleborough@fisher.edu
Online	
866-309-6539	admissionsonline@fisher.edu

College Policies

1. Student Conduct

Fisher College holds its students to a high standard and requires that students comply with all federal and state laws on- and off-campus. Students who violate these laws and/or College policies will be subject to disciplinary action. Additionally, students might also be subject to criminal or civil prosecution. All students are responsible for complying with the Student Code of Conduct. Please refer to the College website for a full version of the Code of Conduct.

2. Anti-Harassment Policy

It is the College's policy to prohibit harassment of one student by another student, College employee, and/or a contractual worker contracted by the College, or vice-versa. This policy is consistent with state and federal law, which is enforced by the Federal Equal Employment Opportunity Commission, One Congress Street, Room 1001, Boston, MA 02114, 617-565-3200 and the Massachusetts Commission Against Discrimination, One Ashburton Place, Boston, MA 02108, 617-727-3990. The purpose of this policy is not to regulate our students' or employees' morality, speech or conduct. Rather it is to ensure that, in our academic setting, no one harasses another individual or otherwise interferes with his or her pursuit of knowledge, job duties and responsibilities. Violation of our anti-harassment policy may result in discipline up to and including dismissal from the College.

Per Massachusetts General Law, Chapter 258E, Section 1, "Harassment" is defined as three or more acts of willful and malicious conduct aimed at a specific person with the intent to cause fear, intimidation, abuse or damage to property; or an act by force, threat or duress causes another to involuntarily engage in sexual relations or constitutes a violation of the following: assault and battery, rape, rape and abuse of a child, assault with intent to commit rape, enticing a child under the age of 16, stalking, criminal harassment, and drugging an individual for the purpose of sexual intercourse.

Harassment includes graphic comments about someone's dress or body, color, religion, sex, origin, age, disability or sexual preference, sexually or otherwise degrading words describing people, the display or distribution of sexually explicit or otherwise offensive material including posters letters, poems, graffiti, cartoons or drawings, physical harassment, or racial, ethnic or religious slurs.

All incidents that involve students exclusively will be handled by the Student Conduct Coordinator. Incidents that involve a student and an employee will be handled jointly by the Student Conduct Coordinator and the Director of Human Resources. The College will not tolerate verbal or physical conduct by any employee or student that harasses, disrupts, or interferes with another's academic and/or work performance or which creates an intimidating, offensive, or hostile environment.

Any infractions of this policy should be brought to the attention of the Dean of Students and/or the Director of Human Resources, depending on the nature of the parties involved. The College's open-door policy allows for complaints to be brought to any level of management, but the complaint will be processed in accordance with the procedures described in greater detail in our policy for the Elimination of Harassment and Discrimination in the Workplace. Complaints will be processed as expeditiously and confidentially as possible.

No student, employee, supervisor or manager who either files a complaint or cooperates in an investigation under this policy will be retaliated or discriminated against in any way.

If you have any questions about this policy, please speak with the Dean of Students at 617-670-4421.

Victims of sexual harassment should refer to "Reporting Procedures," under "Sexual Misconduct and/or Title IX Policies" in the Code of Conduct for further information on sexual harassment.

3. Equal Educational Opportunity

Fisher College is committed to an educational and working environment that provides equal opportunity to all members of the College community. In accordance with federal and state law, the College prohibits unlawful discrimination on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, and sexual orientation.

4. Title IX/ADA/504 Coordinators

Federal law prohibits discrimination on the basis of gender (Title IX of the Education Amendments of 1972) and disability (Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990). The College has designated the Dean of Students to monitor compliance with these statutes and to resolve complaints of discrimination based on gender or disability. The

Dean of Students may be reached via email at deanofstudents@fisher.edu or 617-670-4421.

5. Diversity Policy

Fisher College has given a high priority to creating a multicultural, multiracial, gender-balanced community receptive to cultural diversity. As part of Fisher's effort to reach this goal, the College strives to create and actively promote a welcoming and supportive environment in order to recruit, hire, retain, and support a culturally diverse faculty and staff. College policies and procedures concerning faculty and employees' development are structured to encourage diversity. Likewise, the College strives to actively recruit and retain a widely diverse student body. Faculty and employees are encouraged to actively promote diversity and a welcoming environment for all.

The College is also committed to creating and maintaining educational curricula that incorporate the values of a multicultural and diverse community and that reflect the pluralism of the United States and the whole world society. The College further seeks to ensure that student services and academic support services are sufficiently diverse to meet the needs of a multicultural student body.

6. Campus Safety Report

In compliance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act," 20 U.S.C. § 1092 (f) [formerly known as the "Campus Security Act"], Fisher College publishes the Campus Safety Report, which contains its basic security policies as well as campus crime statistics for three years. This report is available for review in the College Library, and copies are available from the Fisher College Police Department, upon request. The report is also posted on the College website.

7. Student Right-to-Know Act

Under the provisions of the Student Right-to-Know Act (34 CFR§668.41,668.45,668.48), Fisher College, upon request to the Office of the Registrar, will make available to current and prospective students the institutional graduation rate and transfer-out rate

8. Immigration

Fisher College is authorized under the United States Department of Homeland Security-Citizenship and Immigration Services to enroll nonimmigrant alien students.

9. Computer Policy

No student is allowed to use another user's password, ID, or account. Nor should any student attempt to capture or guess another user's password. Students should not access restricted files to which they have not been given official access, should not use e-mail to "spam" others, and should not release worms or viruses or other destructive code into the system. Students must obey local, state, and federal laws (copyright and other intellectual property laws), and must not use the College information system to pursue any personal business or use the name of Fisher College to suggest a College endorsement. Most importantly, the College information system may not be used to harass anyone or make repeated unwelcome contacts with others. Students must not display material that is explicitly sexual or offensive, which is inconsistent with the College Policies on Non-Discrimination and Anti-Harassment.

By using the College's computers, students acknowledge agreement with the Computer Policy. For further details on the Computer Policy, please contact the Department of Information Services.

Advisory regarding Internet sites and other blogs:

Fisher College does not as a matter of policy routinely monitor internet sites (e.g., Facebook, MySpace, Twitter, blogs, etc.). However, if a student uses such sites and blogs to express sentiments or activities that are unlawful and/or violate the policies of the College, and such practice is brought to an administrator's attention, then the College will review the sites and the material posted therein. After reviewing the material, the administrator will then address that practice with the student. For a student, the incident will be addressed by the student conduct process. Please be advised that posting personal and/or questionable material on sites and blogs might jeopardize personal safety and/or future career prospects.

10. Family Educational Rights and Privacy

Fisher College complies with the Family Educational Rights and Privacy Act (FERPA) regarding the access and release of student records and information. FERPA affords students certain rights with respect to their education records:

A) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar, Vice President for Academic Affairs, Site Coordinator, or other appropriate official written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the

student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

B) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

C) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

D) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Fisher College to comply with the requirements of FERPA.

Office Address:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

(E) For the purpose of this Act, Fisher College defines all students as independent. A parent may be awarded the same rights as the student with regard to educational records and other confidential information only if the student signs a written consent to this effect, or if the parent supplies proof of dependency, as defined in section 152 of the Internal Revenue Code of 1954, which requires receipt of a certified copy of the parent's most recent federal income tax form.

The College does not release confidential information to outside parties without the student's written authorization except as required or permitted by law. Students must provide the College with a signed letter before any confidential information will be released. The following information should be included in the request:

- Name
- Address
- Date of birth
- Student ID or SSN
- Attendance dates
- Academic major
- Address to which information should be sent
- Signature

The following items, however, are considered "directory information" and may be released at the discretion of the College upon request.

- Name
- Address
- Telephone number
- E-mail address
- Dates of enrollment
- Academic major
- Full- or part-time status
- Year of study
- Date of graduation or withdrawal
- Degrees, certificates, or awards earned
- Participation in officially recognized sports or activities
- Most recent educational institution attended by the student
- Weight and height of members of the athletic teams

Under the provisions of FERPA, currently enrolled students have the right to withhold disclosure of directory information, except as

authorized by law. To withhold disclosure, students should submit written notification to the College Registrar or DAPS Site Coordinator within 30 days of the student's initial semester or term at Fisher, and thereafter by September 30 of each subsequent academic year.

Forms for this purpose are available in the Office of the Registrar and at each DAPS location. A new form for non-disclosure must be completed each academic year. Fisher College assumes that failure by any student to request the withholding of directory information indicates approval for disclosure.

11. Fire Safety (Boston Campus)

Fisher College properties are equipped with a modern, sophisticated fire and smoke alarm system. Fire drills are held regularly in the Residence Halls and classrooms to ensure the safety of students in case of emergency. All students must evacuate the premises each time the alarm sounds. Any student who does not is subject to a fine and/or dismissal from the College. Students are disciplined immediately if they activate an alarm or use the fire extinguisher unnecessarily. Anyone found to have intentionally set off a false alarm will be fined \$500 (the cost of resetting the alarm), and may be suspended and/or dismissed from the College. This act might also lead to criminal prosecution. (See the Student Code of Conduct for details.)

12. College Property

Fisher College takes pride in the fine buildings and equipment provided for its students at all locations and asks student cooperation in keeping the classrooms and equipment in excellent condition. Please report any noticed waste, damage, destruction, or theft to College personnel. Additionally, anyone responsible for damage may be subject to disciplinary action and restitution.

13. Alcohol and Drug Policy

Attending class or a college event under the influence of alcohol or drugs is forbidden. Massachusetts state law prohibits the possession and consumption of alcoholic beverages by anyone under 21 years of age. At Fisher College, no students regardless of age may possess, consume, or transport alcohol onto the Fisher College campus. Students, as adults, are expected to obey the law and take personal responsibility for their conduct. Any student who uses alcohol will be held accountable for his or her behavior, including such acts as disorderly conduct, public disturbance, exposure of himself or herself or others to personal injury, and damage to property. Under Massachusetts and federal laws, possession of

dangerous drugs and narcotics, including marijuana, is regarded as a misdemeanor or felony. If a student has a problem with alcohol or drugs, the College will try to help, but will not interfere with the legal prosecution of any member of the community who is apprehended for possessing or using drugs.

Each student must be aware of his/her responsibility for upholding these laws. Infractions should be reported to the College administration. The College takes drug/alcohol abuse very seriously; therefore, any infraction makes a student liable to immediate dismissal from Fisher College. The College reserves the right to examine any student's residence hall room, locker, or belongings if it has a reasonable belief that illegal or illicit activity is taking place. The College also reserves the right to immediately dismiss a student from housing or from the College if he or she is found in violation of the Alcohol and Drug Policy.

14. Smoking & Tobacco

Fisher College has established a no-smoking policy throughout the college. No smoking is allowed in the common areas, which include: corridors, classrooms, auditoriums, or residence halls. There is a smoking area located behind building 116 Beacon Street. This policy results from the College's compliance with the Massachusetts Clear Air Act. If a student is smoking on the Beacon Street side and a student or employee complains about smoke entering via a window, etc., the student will be required to move to the designated smoking area. Smoking is not allowed on the stairways to any buildings. Chewing tobacco is also not to be consumed in any College building. Failure to abide by the Smoking & Tobacco Policy will result in disciplinary action. The College also offers educational programs regarding the hazards of smoking and tobacco use. Students seeking to learn more about these hazards or interested in quitting smoking or tobacco use may contact the Health Services Office and/or Counseling Services.

Academic Information

Evaluation of Student Performance

The Day Division academic year is divided into two semesters, approximately 15 weeks. Grades are issued at the end of each semester and become a part of the student's permanent record. Final grades are available to students online through the "MyFisher" site. At mid-semester, students and their academic advisors are notified of their course grade (to that point), if they are then averaging a C- or below.

The Division of Accelerated and Professional Studies is divided into six terms of approximately eight weeks. At the end of each term, grades are available to students online through the "MyFisher" site and become a permanent part of the student's academic record.

Students should refer to their individual course syllabi for exam requirements. The weight of the final exam grade to the student's overall average differs among departments. In no instance, however, may it count for more than one-third of the final grade.

Final exams and papers are retained by the instructors for a period of six weeks for student review and re-evaluation.

All credits awarded are semester hours of credit. Regardless of the length of the term, a standard number of instructional hours is maintained. Final written examinations or evaluations are required in each academic subject. Every student is required to complete successfully all course requirements including final examinations. Students late for exams are admitted at the discretion of the instructor; however, no extra time is allowed. Fisher College adheres to the federal definition of a credit hour.

Fisher College Policy on Credit Hours

Fisher College adheres to the United States Department of Education definition of the credit hour. As such, each credit hour reasonably approximates one hour of class time or faculty instruction and two hours out-of-class student work each week, for approximately 15 weeks.

Students are informed via their syllabus of the classroom and out-of-class requirements for each class.

Credit hour chart for 15-week semester:

Credits	Hours of Instruction	Out-of-Class
1	15	30
3	45	90
4	60	120

Online and blended courses will meet the faculty instruction requirement in the day or DAPS model by matching the direct instructional time via live or recorded collaborate sessions, video tutorials, podcasts, tests and exams, written lectures, PowerPoint presentations, and other pedagogical approaches of the instructor.

Grading System

Grade	Numerical Value	Grade Points
A	93-100	4.0
A-	90 -92	3.7
B+	87 -89	3.3
B	83 -86	3.0
B-	80 -82	2.7
C+	77 -79	2.3
C	73 -76	2.0
C-	70 -72	1.7
D+	67 -69	1.3
D	63 -66	1.0
D-	60 -62	0.7
F	0 -59	0

P/F= Pass/Fail

See Page 33

W= Withdrawal

Student withdrawal from course with permission before the last day of the withdrawal period (No credit)

WX= Administrative Withdrawal

Withdrawal by administration (No credit)

AU= Audit

Student fulfills course requirements except for examination. No credit equivalent and is not computed in the grade-point average

INC= Incomplete

Given when a course requirement has not been met, must be resolved within 30 days (see policy on incomplete grades)

Academic Degree Requirements

Bachelor Degree Requirements

- 1. Earn the number of credit hours required for the degree program.
- 2. Earn at least 25% of the required credit hours in course work at Fisher College. This allows for the transfer acceptance of no more than 90 credits. No transfer credit is accepted for a grade below C-. Some specialized courses may require a higher minimum grade.
- 3. Take at least one-half of the program’s required upper-level (300/400) courses at Fisher College. The program’s designated capstone course must be taken at Fisher.
- 4. Take at least one-half of concentration-specific courses at Fisher.

Meet the College’s general or liberal arts distribution requirement outlined below:

Bachelor of Arts

- a) EN101, EN102, and EN201
- b) 12 credits in Humanities
- c) 9 credits in Social Sciences
- d) 3 credits in Math
- e) 3 credits in Quantitative Reasoning (QR)*
- f) 3 credits in Science
- g) 3 credits in Global Awareness (G)^o
- h) 3 credits in Computer Science[®]

Bachelor of Science

- a) EN101 and EN102
- b) 9 credits in Humanities
- c) 15 credits in Social Sciences
- d) 3 credits in Math
- e) 3 credits in Quantitative Reasoning (QR)*
- f) 3 credits in Science
- g) 3 credits in Global Awareness (G)^o
- h) 3 credits in Computer Science[®]

- 5. Achieve a minimum GPA of 2.0.
- 6. Meet all program course requirements.
- 7. Day Division students are required to take The Common Experience (students who transfer in 12 or more credits will take a free elective in its place).
- 8. Complete the final 30 credits for the degree at Fisher College.

* One course must meet the Quantitative Reasoning requirement. In courses designated Quantitative Reasoning, students will learn methods to describe, organize, display, summarize, and make statistical inferences from numerical data derived from real-world problems.

♫ One course must meet the Global Awareness requirement. The Global Awareness requirement promotes the understanding of concepts that impact the world by enhancing knowledge of the world's people, cultures, environments, regions, or nations. In some programs, this will be fulfilled by a degree requirement.

⌘ Fisher College's Computer Literacy requirement may be fulfilled by completing CS101 or by passing the computer literacy test with a grade of 70% or higher. If the test is successfully passed, a free elective will be substituted.

Note: A student who, after completing all of the requirements for a bachelor's degree, wishes to subsequently earn an additional bachelor's degree in a different program may do so by completing a minimum of 30 additional credits beyond the awarding of the first degree, as well as meeting all program requirements for the additional major. Students currently enrolled may earn a second bachelor's degree by completing the requirements as noted above.

Degree Completion Program

The Degree Completion Program provides undergraduate education to students enrolled in a bachelor's degree program. Students are able to apply college credits previously earned from an accredited institution as well as credits earned for life experience through the College's Prior Learning Assessment Program. The Degree Completion Program provides a solid foundation in academic coursework in conjunction with interdisciplinary courses that focus on the humanities, the social sciences, and the natural sciences. Upon successful completion of the program, the student will earn a Bachelor of Science or a Bachelor of Arts degree offered at the College in their chosen academic discipline. Interested students may contact the Dean of International Academic Operations and Curriculum Development or their Site Coordinator for complete program information.

Associate's Degree Requirements

1. Earn the number of credit hours required for the degree program.
2. Earn at least 50% of the required credit hours in course work at Fisher College. This allows for the transfer of no more than 30 credits*. No transfer credit is accepted for a grade below C-. Some specialized courses may require a higher minimum grade.
3. Meet the College's general or liberal arts distribution requirement as outlined below:
 - a) EN101 and EN102
 - b) 6 credits in Humanities
 - c) 6 credits in Social Sciences
 - d) 3 credits in Math
 - e) 3 credits in Math or Science
4. Achieve a minimum cumulative GPA of 2.0.
5. Meet all program course requirements.
6. Complete 24 of the final 30 credits for the degree at Fisher College.

Note: A student who, after completing all of the requirements for the associate's or bachelor's degree, wishes to subsequently earn an additional associate's degree in a different program may do so by completing a minimum of 15 additional credits beyond the awarding of the first degree as well as meeting all program requirements for the additional major.

**The Health Information Technology program may accept up to 34 credits.*

Certificate Requirements

1. Earn the number of credit hours required for the certificate.
2. Earn at least 50% of the required credit hours in course work at Fisher College for certificates of 24 credit hours or more.
3. Earn at least 75% of the required credit hours in course work at Fisher College for certificates of fewer than 24 credit hours.
4. Achieve a minimum GPA of 2.0.
5. Meet all program requirements.
6. Complete 12 of the final 15 credits for the certificate at Fisher College for certificates of 24 credit hours or more.

Concentrations

A concentration within a baccalaureate major is a prescribed group of courses that provides emphasis on an area related to the major.

Concentrations may be interdepartmental and follow these guidelines:

1. The concentration is made up of four to six courses.
2. Two courses within the concentration must be 300- or 400-level.
3. At least half of the courses must replace requirements in the major.
4. Internships and Senior Projects focusing on the area of the concentration may be counted as "replacement" courses noted above.

Minors

Minors are available to bachelor's degree-seeking students. A minor will consist of 15-18 credits. For more information and list of available minors, please refer to page 125.

Elective Distributions

Each degree student must, within his or her program, meet minimum liberal arts distributions as outlined in the requirements for graduation either through course work at Fisher College or

through transfer credit.

The following list is provided so that students may clearly understand which courses may be used to satisfy the required elective types.

Computer Science:	Any CS
Humanities:	Any CM, EN (except EN001, EN101, and EN102), FA, FL, HU, PH, or WS102
Math and Science:	CS205, any MA (except MA003), or any SC
Social Sciences:	Any AN, CJ, EC, GE, GV, HI, HS, PS, or SO
Liberal Arts:	Any humanities, social sciences, math, or science elective

Please consult the Registrar or a Student Service Representative (DAPS) as to which electives are required for each program and which electives may be offered in a given term or semester.

Internships

The primary purpose of an internship is to provide a student with practical experience in a work setting that relates to and enhances the theoretical experience of the classroom. The internship is a learning experience; therefore, it is directed by a qualified faculty member and the student receives academic credit (3 or 12 credits), as well as a grade for completing the experience. Eligibility requirements for internships are program specific. For details, please review the internship course description for the particular program of interest. Three-credit internships require 120 hours of work. Twelve-credit internships require 480 hours of work. In each case, there are additional academic requirements, including class meetings and assignments.

Academic Honors

Phi Theta Kappa Honor Society

A chapter of Phi Theta Kappa, the national honor society for American two-year colleges, was established at Fisher College in 1965.

Students are eligible for invitation to Phi Theta Kappa if they meet the following academic requirements:

1. a 3.5 cumulative GPA after 12 earned Fisher college-level credits;
2. a 3.4 cumulative GPA after 24 earned Fisher college-level credits;
3. a 3.3 cumulative GPA after 36 earned Fisher college-level credits;
4. The student must receive no failing grades.
5. The student must be of good moral character and possess recognized qualities of citizenship.

Accelerated and Professional Studies degree students are eligible for invitation to Phi Theta Kappa at two points in their academic program if the cumulative GPA is a minimum of 3.5 and the following criteria are met:

1. Having earned 24 semester hours through course work at Fisher within 12 months of the original date of matriculation, or
2. Having earned 45 semester hours through course work at Fisher within 36 months of the original date of matriculation.
3. The student must receive no failing grades.
4. The student must be of good moral character and possess recognized qualities of citizenship.

In order for an inducted student to maintain membership in Phi Theta Kappa, the final GPA at graduation must be 3.3 or above.

Golden Key International Honour Society

The Golden Key International Honour Society was established at Fisher College in 2012. Students are eligible for invitation if they meet the following requirements:

1. Must be in the top 15 percent of all bachelor's degree-seeking students
2. Have earned 30 or more credits while attending Fisher

Dean’s List

The Dean’s List is the official recognition by the College of a student’s excellent academic performance. Only degree students are eligible for this recognition.

To be named to the Dean’s List in the Day Division, students must earn at least 12 college-level, grade-point-bearing credits in that semester through course work at Fisher within the Day Division; achieve a minimum semester grade-point average of 3.3; and also have no failing grades within that semester.

On June 1 of each year the Dean’s List for DAPS students will be awarded to students who have taken five or more classes with no failures over the previous six terms, and have a cumulative GPA of 3.3.

Graduation Honors

Only degree students are eligible to graduate with honors. To qualify for honors at graduation, a student must achieve a final cumulative grade-point average at the time of program completion in the following ranges:

GPA	Associate	Bachelor’s
3.75-4.0	Highest Honors	Summa Cum Laude
3.5-3.74	High Honors	Magna Cum Laude
3.3-3.49	Honors	Cum Laude

Valedictorian

The criteria for selection of valedictorian are as follows:

- Student must have completed at least 60 credits at Fisher.
- Only bachelor’s degree-seeking students are eligible (degree completion program excluded).
- Last classes must be completed at Fisher and concluded prior to commencement.
- Student’s disciplinary record will be reviewed up until the date of commencement. Serious violations including level 1 and level 2 violations may prevent a student from holding the honor of valedictorian.
- Student who has the highest GPA.

Honors Program (Day only)

The Fisher College Honors Program invites a select community of students on a journey of excellence. These students will be provided opportunities to explore the interfaces among their area of professional study and the social sciences and humanities; to gain the sensitivity to project and to test the moral and social implications of their future professional judgments and activities; and to foster respect for self and others in preparation for full and productive lives. The philosophy of the Honors Program is that well-educated individuals should seize the opportunity to take the knowledge they have gained in their educational settings and experiences and apply it to the betterment of the communities from which they come and to those in which they plan to serve.

Students will:

- Demonstrate personal growth in their thinking, values, development, knowledge, and interactions with others.
- Articulate the value of social and civic involvement and actively participate in community service.
- Gather, analyze, interpret, and express ideas and information.
- Build and refine decision-making skills within a context of moral and social responsibility.

Honors Program Admission Requirements for Freshmen

- High school GPA of 3.3 or better in academic course work
- Minimum ACT composite of 22 or SAT of 1030 and a 500 in critical reading
- Two letters of reference from high school teachers, officials, or non-related individuals (Principal, Assistant Principal, Counselor, or someone who can speak to the applicant's academic abilities)
- Submit one entrance essay
- An interview with representatives of the Honors Committee or a member of the Honors Committee is recommended

Honors Program Admission Requirements for Second-Semester Freshman

- Submit an application
- Have a cumulative GPA of at least 3.3
- Provide two letters of recommendation from faculty members
- Submit one entrance essay
- Complete a minimum of 12 college-level credits (This is the last point of entry for associate degree students.)

Sophomore Admission (First Semester Only)

- Submit an application
- Have a cumulative GPA of at least 3.3
- Provide two letters of recommendation from faculty members
- Submit one entrance essay
- Complete a minimum of 24 college-level credits (Students who begin in January may apply for admission at the end of their sophomore year.)

Other Criteria

Only full-time Day Division students are eligible to apply to the Four-Year Honors Experience.

Applications Process for Students Currently Enrolled

- Candidates who seek fall admission should submit their application materials no later than May 15
- Candidates who seek spring admission should submit their application materials no later than December 15
- All materials should be submitted to the Director of the Honors Program

Applicant Essay Questions

1. Describe an experience with an organization or community group of which you have been a member and explain how you contributed to that entity.
2. Members of your Fisher College class will be faced with many challenges on a local, national, and international level in the years ahead. In your opinion, what is the greatest challenge that your generation will face, and what ideas do you have for dealing with this concern?
3. Identify one of your career goals, examine how or why you came to decide on this goal, and discuss how you believe that your work at Fisher College will prepare you to achieve this purpose.

Curriculum

First Year (Fall): Honors EN101

First Year (Spring): Honors EN102

(Students beginning the program at this point must take an additional course for Honors Designation)

Second Year (Fall): Minimum of one course for Honors Designation
(Students can elect to take two)

Second Year (Spring): HN200 Honors Colloquium

Third-Year (Fall): Community Service

A 20-hour community service component, approved by and under the direction of the Honors Program Director. Also, a paper in which students reflect on their community service, detailing what they have learned, will be required.

Third-Year (Spring): HN350 Honors Colloquium

Fourth-Year (Fall): IS450 Honors Thesis I

Fourth-Year (Spring): IS460 Honors Thesis II

Students must earn a B or higher in EN101, EN102, and the two Honor Colloquium to remain in the program.

Definition of Full-Time Status

Day Division students are considered full-time when enrolled in 12 or more semester hours of credit in any given semester. Students who wish to take more than five courses in a semester must have written permission from their Program Director or Academic Advisor, but in no instance may a semester course load exceed six courses. In the Division of Accelerated and Professional Studies, full-time status is defined as enrollment in two courses (six credits) per eight-week term. Students wishing to take more than two courses per term must receive permission from their Site Coordinator.

Completion of English and Mathematics

1. *Completing English and Math in a Timely Manner*

Students must pass EN101, EN102, and MA106 (or a higher level of math) before completing 45 college credits toward their degrees. If a student fails to do so, he/she may be subject to academic dismissal

2. *Completing Developmental Courses in a Timely Manner*

Students who are enrolled in a developmental course will be able to repeat the course only once. They need to complete developmental work before completing 30 college credits. Failure to do so may result in academic dismissal.

Satisfactory Academic Progress

Fisher College students must be making satisfactory academic progress to maintain good academic standing. Satisfactory progress is evaluated by the College’s Academic Review Committee: twice annually for Day School students—once at the end of each academic semester; and for DAPS students three times annually—once after the completion of the September/November terms, once after the January/March terms, and once after the May/July terms. Academic progress is evaluated using both qualitative and quantitative standards.

A student’s qualitative progress will be measured by his or her cumulative and semester/term grade-point average according to the following table. In addition to maintaining satisfactory progress qualitatively as measured by cumulative grade-point averages, the student is evaluated quantitatively, and he or she is required to successfully complete at least 67% of the credits attempted by the end of one day school semester or two DAPS terms.

Standard for Baccalaureate Degree Candidates		
Qualitative		Quantitative
Total Attempted Credits	Minimum GPA*	Percentage Completed**
1-59	1.8	67%
60+	2.0	67%

Standard for Associate Degree Candidates		
Qualitative		Quantitative
Total Attempted Credits	Minimum GPA*	Percentage Completed**
1-29	1.8	67%
30+	2.0	67%

**A student who earns less than a 1.0 grade-point average after the first semester/term is subject to academic dismissal or suspension without a probationary period.*

***Percentage of completed credits compared to attempted credits.*

— INC, W, and WX grades will be included in the determination of completion rate. Courses in which grades of INC, W, or WX are received will be counted as not successfully completed. When a student is given a final grade for a course that was previously considered incomplete, GPA and rate of completion will be recalculated. An incomplete grade, upon conversion to a letter grade in accordance with the College’s policy for Incomplete Grades, will be credited toward the semester or term in which it originated.

— P/F Grades. A pass grade (P) will count toward graduation requirements but will not impact the student grade point average. A failing grade (F) will count negatively toward a student grade point average. Students on academic probation are not eligible for this option. A grade of D- or better will constitute passing. A student must declare his/her intention to take a course on a pass/fail basis by the end of the eighth week of the day semester or the fourth week of the DAPS term. Some courses may not be available on a pass/fail basis. Students are eligible for Dean's List and other academic honors while taking a pass/fail course as long as they obtain the required GPA with a minimum of 15 academic credits per term (12 GPA credits minimum).

— For the purpose of establishing Satisfactory Academic Progress, transferred credits from another institution will be calculated as both credits attempted and credits earned.

— Audited courses are not considered in determining a student's academic progress.

— Repeated courses, subject to Fisher College policy, will be counted as attempted, but not earned, credits.

Academic Sanctions

A student whose semester or cumulative GPA falls below a 2.0 but not below the standard for the degree or whose completion rate for his or her degree falls below a 67% (with an acceptable GPA) will be placed on academic warning. Students who do not meet the minimum satisfactory academic progress requirements for their degree or do not improve after being placed on warning may be placed on academic probation for a period not to exceed two Day Division semesters or four DAPS terms. At the completion of each probationary semester/term, the student's progress will be reviewed. If the student is still not meeting the minimum satisfactory academic progress requirements by the end of the maximum allowed probationary period, he or she will be subject to academic dismissal. Any student earning below a 1.0 cumulative GPA will be subject to academic dismissal without a probationary period.

A student on academic probation must adhere to specific terms and conditions outlined in an individual probation contract or Academic Success Plan. Terms include, but are not limited to, a 12-credit hour load (Day Division), a 3-credit hour load (DAPS), weekly monitoring meetings, attendance in the Academic Center for Enrichment, limited ability to take online or DAPS courses, and strict monitoring of attendance. A student on academic probation may be dismissed at any time during the semester/term should he or she not meet the terms of the probation agreement. In unusual cases, exceptions to the satisfactory

academic progress standards may be waived if mitigating circumstances prevented the student from meeting the standards. Examples of such circumstances would include illness of the student, death or illness of a family member, or other special circumstances. Day students may submit requests for exceptions to the Satisfactory Academic Progress standards, in writing, to the Assistant Dean of Academic Affairs. Accelerated and Professional Studies students may submit requests for exceptions to the Satisfactory Academic Progress standards, in writing, to either their Site Coordinator and/or the Dean of the Division of Accelerated and Professional Studies.

The request must outline the specific reason for the appeal and should include any supporting documentation. Determination of whether the appeal will be approved will be made by the Assistant Dean of Academic Affairs. Appeals, when granted, are good for a single semester/term only.

Dismissed and probationary students should refer to the Financial Aid section for the policy on financial aid eligibility.

The Common Experience

Freshmen entering Fisher College with fewer than 12 transfer credits are required to take Fisher's college success seminar, The Common Experience. The course prepares students for the rigors of academic life in college, exploring topics such as study skills, critical thinking, time management, writing, and campus life. Each course is taught by a full-time Fisher professor. Students choose from a variety of themed courses according to their personal and academic interests.

The Common Experience is a graduation requirement for day students in all degree programs. This course is offered exclusively for new students, and students are not permitted to drop or withdraw from the course except in the case of withdrawal from the College, including medical and personal leaves of absence. Students are expected to regularly communicate with their instructors about their progress to prevent course failure. If a student earns a failing grade in the course for any reason, he or she will have the option of retaking the course the following semester to earn a passing grade. This course will be considered a part of the student's regular course load, not as an additional class.

Class Attendance

Fisher College expects students to attend regularly and promptly all

lectures, laboratories, and other sessions of courses for which they are registered. It is the student's responsibility to add and drop classes from his or her academic schedule. Attendance and tardiness policies are clearly stated in the instructor's course outlines. Students are required to observe the attendance policy announced for the course.

Instructors may request that students provide documentation for any absence before the student is allowed to make up missed work. Students should be aware that poor attendance does have a significant effect on the quality of their work and their success in the course. Faculty members have the option of developing a policy concerning grade reduction. Any policy of this nature will be announced to the students during the first week of class and will be made available in writing.

Students who intend to drop a course should do so during the drop/add period. Students who do not drop or withdraw from a course through normal procedures may receive a grade of F for the course. In the event of an excused absence, arrangements shall be made with the instructor in advance for the make-up. The student is responsible for all material covered in the class(es) missed, all assignments due and new assignments issued, and all announcements made during the class(es). Students who are unable, because of their religious beliefs, to attend classes or to take examinations on a particular day, will be afforded the opportunity to make-up work, provided it will not create an unreasonable burden upon the College. No fees of any kind will be charged by the College for this accommodation, and no adverse or prejudicial effects will result for students availing themselves of this policy.

Class Regulations

1. Instructors may exclude latecomers from their classes at their discretion. An exclusion is an absence.
2. Visitors are permitted in the classroom at the discretion of the instructor. Children are not permitted in the classroom.
3. After the drop/add period, students are not permitted to transfer from one section to another without permission. "Split" attendance is not allowed.
4. Any student who misses a final exam because of illness must receive approval from the Vice President for Academic Affairs or Site Coordinator to take a make-up exam at a time designated by the instructor. A student who misses the make-up exam will not be

given further opportunity for a make-up exam. A fee of \$25 may be charged for a make-up exam.

5. Any student who gives or receives help on a quiz or exam or is involved in unethical practices in fulfilling the required assignments of a course will receive an "F" for that exam or assignment. In accordance with specific circumstances as determined by the Vice President for Academic Affairs or the Site Coordinator, further penalties may be imposed.

Class Cancellations

Cancellations are posted in the Mall by 8:00 am. If an instructor is absent, but no cancellation has been posted, students are to remain in class for 10 minutes. During inclement weather, announcements will be made on television and local radio stations by 6:30 am.

For DAPS, a notice will be posted by 5:00 pm. If an instructor is absent but no class notice has been posted, students are to remain in class for 20 minutes. When classes are suspended due to inclement weather, announcements will be made on local radio stations by 3:00 pm for the evening classes.

Grade Point Average

The grade point average is calculated by dividing the total number of points earned at Fisher College by the total number of credits completed at Fisher.

Registration

Official registration occurs at the beginning of each semester. In order to be eligible for registration, students must have met their previous financial obligation to the College, must have a complete immunization record on file with the Health Center, and all Library obligations must be met. A late registration fee of \$25 may be charged to anyone who does not officially register at the scheduled times. Pre-registration days are scheduled in the fall and spring of each year for returning students to select courses. Students may be blocked from pre-registration if there are any outstanding obligations to the College. DAPS students are encouraged to pre-register for classes.

Cross Divisional-Registration

Fisher College Day Division students are entitled to take one additional

course per semester through DAPS, for a maximum of 18 total credits. This one course per semester entitlement is not cumulative and must be exercised during the semester in which he or she is a full-time student. All students must seek approval from the Registrar. In some cases students enrolled in the Division of Accelerated and Professional Studies may need to take a Day Division course. Approval from the Site Coordinator and Registrar is required.

Drop/Add Period

After a student has registered for courses for any given semester or term, course changes may be made up to the close of the Drop/Add Period as specified in the Academic Calendar for each Division of the College.

All changes must be made officially in writing to the College Registrar or to the Student Service Representative (DAPS).

Transfer Credit

Once a student has matriculated at Fisher College, any course taken at another institution for transfer to Fisher College must be approved in advance through the Office of the Registrar. Evaluation of transfer credit is done only after receipt of an official transcript from the college at which the credit was earned. It is the student's responsibility to make sure that an official transcript is sent to Fisher College for evaluation. Transfer credits are considered for acceptance from regionally accredited institutions or are ACE-credit approved. Upon a change of major, a student may request a re-evaluation of transfer credit. Transfer credit cannot exceed 30 credits for an associate's degree and 90 credits for a bachelor's degree, and no transfer credit is accepted for any grade below C-.

Some specialized courses or programs may require a higher grade. In general, undergraduate credits do not expire; however, science courses taken seven or more years ago will not be accepted for students in health-related degrees. Technology courses taken seven or more years ago will not be accepted. CS245 will only be accepted if taken within five years. Credit earned outside of Fisher College may be used to meet graduation requirements, but will not affect the cumulative grade-point average. Advanced Placement (AP) tests and College Level Examination Program (CLEP) tests are also accepted for credit based on the minimum score recommended by the American Council on Education (ACE). The Office of the Registrar has more detailed information regarding credit by examination.

For the Associate in Science in Health Information Technology and the Bachelor of Science in Management, Health Information Management concentration, and Medical Coding Certificate, all transfer courses must have been completed within the past seven years with a grade of C or better.

For VA-eligible students, a transfer credit evaluation will be conducted prior to attending the first class session. Credit will be granted for prior education, if applicable, with the program shortened proportionately and the U.S. Department of Veterans Affairs notified accordingly.

Credit by Examination

Any student accepted by Fisher College may be awarded credits toward his or her degree or certificate by demonstrating his or her knowledge and competency through the nationally recognized College Level Examination Program (CLEP) or Advanced Placement (AP) examinations. Credit will not be awarded if equivalent coursework has been completed either prior to, or later than the examination. It is the student's responsibility to arrange to take the examination at any of the national testing centers and to provide Fisher College official documentation of their scores. Credit by examination will be awarded based on the recommendations from the American Council on Education (ACE). Please note that credits awarded through examination are categorized as "transfer" and are, therefore, subject to transfer credit policies outlined in this catalog. For more information regarding minimum scores required and potential amount of credits to be awarded, please contact the Office of the Registrar.

The College recognizes there are many different credit-by-examination programs available throughout the country. Credit may be awarded for other programs if the exam is recognized by ACE, and the Council has published recommendations for the awarding of credit. The College Registrar and Student Service Representatives (DAPS) maintain a list of available examinations and their Fisher College equivalencies.

Fisher College awards credit for EN101 and EN102 (a total of six credits) for a score of 50 or higher (the score recommended by ACE on CLEP's College Composition test. The College awards credit for EN101 (a total of three credits) for a score of 50 or higher on the multiple-choice module of the College Composition Modular version.

Prior Learning Assessment

Fisher College recognizes life and work experiences are a valuable component to one's education. Prior Learning Assessment (PLA)

evaluates training and learning that occurs outside the traditional classroom and assesses how that knowledge relates to specific course content for college credit. Students gain college-level knowledge from a variety of sources.

Common ways students may be eligible to earn credit through the PLA program are full- or part-time employment, non-credit courses, volunteer work, military service, organizational membership, hobbies or recreational pursuits, and travel study.

To be eligible, students must be admitted and fully matriculated to a degree program. Interested students may submit an application for Prior Learning Credit to the Dean of International Academic Operations and Curriculum Development or to their Site Coordinator. Students who have received approval will complete the Portfolio Development Studies class in which they will receive knowledge in how to complete the required portfolio that must be submitted in consideration of college credit.

Placement Testing

To enable the College to offer instruction appropriate to students' entry-level abilities, placement testing in English and mathematics is conducted for entering students. Test scores are kept confidential and are only used by the College to recommend suitable courses to students.

Waivers/Substitutions

In certain courses, students are eligible to take an exam which, if passed, can result in waiver of the course. No course credit is awarded for a waived course. Waiver exams are given at the beginning of each semester/term. Students interested in having a required course waived should contact the Program Director, School Dean, or Site Coordinator for information regarding the petition to waiver.

When a waiver is granted, a course at an equal or higher level in the same or a related discipline will be required in its place.

Any petition to waive academic requirements or regulations must be made in writing and submitted to the Faculty Advisor or Site Coordinator along with the Petition for Academic Waiver of Requirements/Regulations form. The petition needs to be signed by the student, Faculty Advisor or Site Coordinator, and Program Director. The one-credit Professional Development course may be approved for waiver but will not require a substitute course.

Auditing Courses

Auditing is allowed on a space-available basis and only with the permission of the Vice President for Academic Affairs or Site Coordinator, and the instructor. Students who audit a course register in the usual manner for the course, pay the specified charges, and are expected to fulfill all course requirements with the exception of exams. Students may receive a grade of AU and will not receive credit. No change from audit to credit, or credit to audit, is allowed after the Drop/Add Period.

Course Withdrawal

All students are expected to remain in, and complete, all courses in which they are enrolled once the Drop/Add Period has ended.

Day Division students may withdraw from a 15-week semester course after the Drop/Add Period ends through 11 weeks (approximately three-fourths of the semester), and the withdrawal grade will not affect their grade-point average.

Division of Accelerated and Professional Studies students may withdraw from a 7- or 8-week term approximately one-and-a-half weeks before the term ends and the withdrawal grade will not affect their grade point average.

The last day to withdraw from a course is published each year in the academic calendar.

No voluntary "W" will be issued after the dates mentioned above. Students registered in courses on those dates will have to remain in the course until the conclusion of the exam period and receive an earned grade from the instructor. A student is not officially withdrawn from a course until the Office of the Registrar has received and processed an official course withdrawal form signed by the student and the student's instructor or Site Coordinator. It is the student's responsibility to secure these signatures and to submit the course withdrawal form to the Office of the Registrar.

Independent Study

Independent Study refers to a course developed for an individual student to advance his or her study in a specific area of interest for which no approved course exists. The course would require curriculum committee approval.

Eligibility: Day Division – Bachelor's Degree students

- Students in a bachelor's degree program must have completed a minimum of 90 college-level credit hours
- Student must have a minimum cumulative GPA of 3.3

Directed Study

Directed Study refers to an existing, Curriculum Committee-approved course that is administered on an individual basis to a student under rare and specific circumstances. The instructor will provide the same support system as provided in the traditional formats.

Eligibility: Day Division – Bachelor's or Associate's Degree students

- Student may have no more than seven remaining courses
- The course is not being offered in the remaining full-time semester, or the next two Boston DAPS terms
- Applicable to required courses only
- Course waiver is not an option
- Minimum GPA of 2.3 required
- A student's eligibility to take a directed study may be influenced by previous unsuccessful attempts to complete that course

DAPS – Bachelor's or Associate's Degree students

- Student may have no more than two remaining courses
- The course is not being offered in the remaining two DAPS terms
- Applicable to required courses only
- Course waiver is not an option
- Minimum GPA of 2.3 required
- A student's eligibility to take a directed study may be influenced by previous unsuccessful attempts to complete that course

Study Abroad

To enhance the student experience and to encourage students to expand their global awareness, Fisher College offers a variety of summer, short-term, and semester-long study abroad programs. Students work with the Director of Study Abroad who serves as their Study Abroad Advisor in selecting classes that transfer back to their degree. Financial aid is available for semester-long programs. Study abroad opportunities are offered in a number of countries, including, but not limited to: Austria, Australia, China, England, France, Ireland, Italy, Scotland, Spain and Semester At Sea. Programs are offered in English. In order to participate students must be in good standing at the College academically and conduct wise.

Incomplete Grades

Rarely, for extenuating circumstances such as illness or accident, a student cannot complete all course work on time. In such cases, the student can request from the Vice President for Academic Affairs or Site Coordinator that an Incomplete (INC) be granted. If the request is approved, the student, the faculty member, and the Registrar will be notified of that decision in writing.

It is the student's responsibility to make arrangements with the faculty member to complete all course work and to submit it to him or her within 30 days of the end of the term in which it was granted. At the end of the 30-day period, if the course work has been submitted, the instructor will submit to the Registrar or Site Coordinator a Grade Change report with the received grade. If not, the Incomplete is converted to an "F" grade and recorded on the student's transcript.

Grade Changes

Student requests for grade changes must be made directly to the specific faculty member teaching the course. All grade changes must be made in writing by the faculty member and approved by the Vice President for Academic Affairs.

Grade Review

If serious questions arise as to the determination of a final course grade, the student must first reference the syllabus for the course and discuss the matter directly with the faculty member. If no solution is found, a written request for a review should be made to the Vice President for Academic Affairs. The request for a review of a semester/term grade must address the process followed in calculating the final grade and not the instructor's evaluation of the student's work.

The following process must be adhered to:

1. A written request for a review of a semester/term grade must be sent to the Vice President for Academic Affairs no later than 30 days after the date grades become available to students online at "MyFisher." The student also sends a copy of this request to the faculty member.
2. The instructor shall forward the following to the Vice President for Academic Affairs:
 - a. A copy of the course syllabus outlining assignments, tests,

and examinations, along with their respective percentage weights, used for the final grade calculation.

- b. The student's grades for all tests and assignments.
- c. A demonstration of the calculations by which the final grade was determined.

After reviewing the information from the faculty member, the Vice President for Academic Affairs will notify the student of the review decision. The decision is final.

Repeating a Course

Any student who fails a required course must repeat and pass the course before a degree or certificate can be awarded. If an elective course is failed, the credits must be made up either by retaking that course or by taking a substitute elective course.

Courses in which a C+ or lower grade has been earned can be repeated at the normal tuition rate. The following conditions apply:

1. The repeated course must be identical to the original and must be taken at a Fisher College location.
2. Both the original and repeated grades will appear on the transcript. The repeated grade, whether higher or lower, is used to determine the cumulative grade-point average.
3. A course may be taken a maximum of three times. Students who do not successfully complete the required course after the third attempt may be dismissed.
4. Veterans Administration educational benefits are not available for students repeating a course previously passed with a grade of "D" or better. Students receiving other types of financial aid should contact the Office of Financial Aid or Site Coordinator for entitlement.

Declaration of Major

Day Students declare a major at admissions. All DAPS degree- or certificate-seeking students must declare a major before or at the completion of 12 semester hours. However, a student must declare a major to be eligible for financial assistance.

Change of Major

An eligible student may change his or her major only after submitting the Change of Major form and consulting with his or her Faculty Advisor or Site Coordinator.

Change of Degree

A change of degree occurs when a student desires to change from an associate's degree program to a bachelor's degree program or from a bachelor's degree to an associate's degree program. Because admissions requirements are specific to each degree type, students must apply to change their degree. An eligible student may change his or her degree only after submitting the Change of Degree form and consulting with his or her Faculty Advisor or Site Coordinator. In general, to switch from an associate's degree to a bachelor's degree, students must have completed 30 credits, have a GPA of 2.1, and a C- or better in both EN102 and MA106.

Transcript Requests

The Office of the Registrar maintains a transcript for each student. This document is a cumulative academic record of all course work taken at, and accepted by, Fisher College. Official copies of the transcript may be obtained from the Office of the Registrar, provided a written request is submitted containing the student's signature. Should a student wish to pick up a copy personally, minimum advance notice of 24 hours is requested for processing. A fee of \$10 is charged for each copy of a student's transcript. A fee of \$15 is charged for transcripts processed in less than a 24-hour period. Division of Accelerated and Professional Studies students should contact their Student Service Representative or Site Coordinator to process a transcript request.

Graduation

The College has established three degree conferral dates per year at the end of each semester. Both Day and DAPS students must submit to the Office of the Registrar a Petition to Graduate form during their final semester. The Registrar publishes the specific deadlines during the months of September, February, and June. In order to graduate, students must fulfill the following requirements.

- Achieve a minimum cumulative GPA of 2.0;
- Complete all program course requirements; and
- Meet all requirements of the College, including specific degree

requirements and payment of outstanding financial obligations

Diploma Request

Graduates will receive a diploma and Fisher College diploma cover upon graduation. Additional diploma requests can be made to the Office of the Registrar. A fee of \$50 will be charged for the duplicate copy.

Commencement

Fisher holds its commencement exercises for all students once a year in May. Students who graduated during the previous August and December as well as the May graduating seniors are invited to the commencement exercises. Information on commencement is sent to graduates during the month of March. A graduation fee is charged to all eligible students to cover the cost of the diploma, degree audit, and cap and gown (whether or not a student attends the ceremony). Graduation fees are not included in the Comprehensive Fee submitted with tuition.

Petition to "March Only" at Commencement

Students who do not meet all degree requirements at the time of commencement may petition the Registrar to "March Only." Petition to March Only forms must be submitted to the Registrar by the published deadline. To qualify to march at commencement, bachelor's and associate's degree-seeking students must have a minimum GPA of 2.0 and must have only two courses and up to a maximum of 6 credits left to complete their degree requirements. Certificate-seeking students must have a minimum GPA of 2.0 and must be within one course requirement of completion. In addition, both degree- and certificate-seeking students must complete their program requirements for the August degree conferral and must show proof of registration for the summer term(s). Upon receipt and review of the Petition to March Only forms, the Registrar will approve or deny the petition and will inform students accordingly.

Withdrawal from the College

Students wishing to withdraw from the College must submit a written notice of withdrawal to the Registrar or to their Student Service Representative or Site Coordinator for DAPS. The withdrawal date is the last date the student attends class.

Prior (or in addition) to submitting a College Withdrawal form, students must complete a survey and conduct an exit interview with the Assistant Dean of Academic Affairs. This is an important part of the

withdrawal process and should be completed by all students.

Re-Enrollment Following Voluntary Withdrawal from the College

In general, students may re-enroll after a voluntary withdrawal as long as they are in good academic and financial standing with the College. Day Division students should contact the Office of the Registrar several weeks before the beginning of the semester in which they wish to re-enroll. DAPS students should contact their Site Coordinator. Students are subject to the College policies and program requirements in effect at the time of their re-enrollment. The College reserves the right to deny re-enrollment at its discretion.

Re-Enrollment Following Academic Dismissal

A student academically dismissed cannot enroll in courses at any location of Fisher College. Under certain circumstances, a student who has been academically dismissed may petition for re-enrollment to the Vice President for Academic Affairs no sooner than six months following dismissal. Students petitioning for re-enrollment into an academic program must present evidence of ability and willingness to meet the College's standards of academic performance (for example, proof of successfully completed course work). All requests for re-admission will be given careful consideration. Re-admitted students may not be eligible for financial aid. Students re-enrolled are subject to the College policies and program requirements in effect at the time of their re-enrollment. The College reserves the right to deny re-enrollment at its discretion.

Non-Degree Seeking Students

Individuals may take classes at Fisher College in a non-degree seeking status. Full tuition payment is required to enroll in a course, and no financial aid is available. High school students who wish to enroll as non-degree seeking must be in their junior or senior year and have a GPA of 3.0 or higher. Non-degree seeking students can take up to 10 classes; however, students will be asked to provide high school transcripts after taking their fifth class. Students who wish to transfer into a degree or certificate program must complete the full admissions process and be accepted into the College. Any credits earned prior to acceptance may or may not transfer into a certificate or degree program.

Leave of Absence

During their time at Fisher, students may have a medical, psychologi-

cal, or personal situation that impacts their ability to successfully complete their studies. In these situations, students may apply for a leave of absence. A leave of absence will result in withdrawal from current semester classes but not withdrawal from the College. Students may remain in this status for up to two years (four consecutive day semesters or eight consecutive DAPS terms). To apply for a leave of absence, contact the Dean of International Academic Operations and Curriculum Development to obtain complete instructions. When ready to return, students must once again contact the Dean of International Academic Operations and Curriculum Development to file the return request form and provide appropriate documentation to establish an ability to return to the College.

Short-Term Medical Leave

If a student exceeds the number of permissible absences due to a documented medical condition, the student is required to contact each faculty member to discuss his or her status in the course. The student's status and ability to complete the course will be determined by each instructor. If the student is not able to complete the semester, he or she can apply for a leave of absence.

The College reserves the right to:

- cancel a course for inadequate enrollment;
- remove a required course from any degree program or substitute another its place;
- dismiss at any time students whose health, behavior, or academic performance indicates they are unable or unwilling to conduct themselves in a manner acceptable to the College. Neither the College nor any of its officers shall be under any liability whatsoever for such dismissal.

Academic Integrity

All students are responsible for maintaining high standards of honesty and integrity when completing assignments for their courses. Students found to have committed academic dishonesty, including plagiarism or cheating, will face academic penalties.

Plagiarism

Plagiarism consists of passing off the words or ideas of another as one's own and is a serious form of academic dishonesty. The College expects that every assignment, such as essays, research papers, lab reports, oral presentations, and examinations, be the product of the student whose name appears on the work. Every assignment must

credit the sources from which information is obtained. A student can and should consult his or her faculty when particular questions arise as to when and how to properly acknowledge the work of others within his/her own oral or written expression.

Cheating

Cheating is defined as the use of notes, slips, copying, or other illegal means to give or receive answers during examinations. Additionally, re-using research papers for different courses is another form of cheating and will be subject to appropriate academic sanction.

If a student is found to have violated the Fisher College Academic Integrity Policy, he or she will have a written violation report added to his or her file. Based on the severity of the violation, the student may be required to meet with the Vice President for Academic Affairs. Other possible sanctions include failure of the course in which the violation took place, suspension, or expulsion from the College and will be determined by the Vice President for Academic Affairs. If a student wishes to appeal a violation, the appeal will be considered by an ad-hoc committee comprised of Fisher College faculty members who are not directly involved in the case. For a full explanation of the Fisher College Academic Integrity policies, see the Fisher College Disciplinary Penalties for Academic Integrity Violation form.

Library

The vision of the Fisher College Library is to serve as a gateway to information resources, creating an environment in which members of the Fisher College community can learn to access and use information in a constantly changing, technologically driven world. For more information, please visit www.fisher.edu/library. Any student who does not return library items that he or she has checked out, who owes excessive fines, or who willfully damages or destroys library materials, may not be permitted to register for classes, have transcripts sent, or receive grades or a degree.

Up-to-date library information is available at www.fisher.edu/library. Librarians may be contacted at library@fisher.edu.

ESL Courses

English as a Second Language courses are available at Fisher College through a partner ESL program. Course level is determined by examining both TOEFL scores and Fisher College placement tests.

Admissions, Financial Information, and Aid

Admissions

Telephone: 617-236-8818; Fax: 617-236-5473

E-mail: admissions@fisher.edu

The College is open for tours Monday through Friday and Saturdays by appointment.

Application Procedures

Fisher College actively seeks students from diverse backgrounds who have demonstrated the potential to graduate from Fisher College. Each application file is reviewed on an individual basis, and all submitted materials are taken into consideration.

Application review for the fall semester begins in November of the previous year, and application review for the spring semester begins in September of the previous year.

Application credentials are reviewed regularly. Accepted students will be notified on a rolling basis. Students who may not meet admissions requirements will be notified after Fisher College has received all relevant information necessary to make a sound admissions decision.

Requirements

1. A completed application form (available online)
2. A \$50 application fee (there is no application fee for domestic students who apply online)
3. Official transcripts from all the high schools and colleges attended (copies cannot be accepted)
4. Official test scores from students who completed the GED in lieu of high school
5. Home-schooled students should contact the Office of Admissions to discuss admissions requirements
6. The Office of Admissions reserves the right to request additional information to determine admissions eligibility
7. Please contact the Office of Student Accessibility Services to inquire about specific accommodation upon enrollment

Prior to initial matriculation, a final official high school transcript indicating a date of graduation must be sent to the College. Mail all materials to: Dean of Admissions, Fisher College, 118 Beacon Street, Boston, MA 02116.

Enrollment Procedures

Massachusetts law requires that students submit the following records prior to course enrollment. Fisher College requires that all students fulfill their financial obligations prior to the start of classes.

1. Final official high school transcript confirming date of graduation
2. Complete health and immunization records
3. Proof of health insurance (See page 66 for further explanation)

International Application Procedures

It is recommend that international students apply via the online application found in the International Student section of the College website. International students intending to enroll in the spring semester must complete their applications by December 1. Applicants for the fall semester must have their applications complete by July 1. Once the application has been forwarded to Fisher College, the following documents must be submitted as soon as possible:

1. A final official transcript must be sent directly from a student's high school. Photocopies of transcripts are not acceptable. Transcripts must be translated into English. For students unable to provide an official, translated transcript, it is recommend that the services of the Center for Educational Documentation are utilized to provide Fisher College with appropriate documentation. The website for the Center for Educational Documentation is www.cedevaluations.com.
2. Official results from the Test Of English as a Foreign Language (TOEFL) must be sent to the College. Students scoring between 450-499 on the paper-based TOEFL or its equivalent may be required to take English as a Second Language classes. Students who score at or above 500 on the paper-based TOEFL or its equivalent may be able to take college-level courses at the discretion of the English as a Second Language Program advisor—based upon Placement Exam scores. (The school code for Fisher College is 3391.) International students whose primary language of instruction is English are not required to submit TOEFL scores.
3. A notarized, current bank statement verifying that the student has a minimum of \$48,000 U.S. dollars in a cash account available for his or her use. If the bank account is not in the student's name, then a notarized letter of support should accompany the notarized bank statement from the holder of the account. Most consulates around the world require the applicant to prove that he or she is able to pay for his or her entire program of study.

4. **Official college transcripts and release form:** Students who intend to transfer from another college/university will need to forward official transcripts from that college as well as written course descriptions. In addition, transfer students must submit a transfer release form and a copy of their I-20 from each American college or university previously attended.
5. **Maintaining F-1 Student Status:** International students are responsible for maintaining their legal immigration status. It is ultimately the responsibility of the student to remain "in status" throughout their time at Fisher College and in the U.S.

To remain in status, an F-1 student must:

- Be enrolled in a full course of study
- Maintain good academic standing at all times
- Maintain a valid passport
- Contact the Dean of Admissions if there are any significant changes in his or her program, address, graduation date, or source of financial support.

Students who fall out of status by violating the terms of the F-1 visa must apply to the Bureau of Citizenship and Immigration Services (BCIS) for re-instatement.

Accelerated and Professional Studies Admissions Procedures

A student may apply for admission into any program by completing an application form, either by mail, in person, or online. The student must also provide the College with proof of graduation with an official high school transcript or its recognized equivalent (GED).

After these documents have been reviewed by an admissions counselor, the student will be informed of his or her acceptance status. Students are encouraged to meet with their site admissions counselor to discuss program requirements, to plan courses, and to discuss financial aid needs if applicable. Fisher Online students may call the online office for academic and student service questions. There are no application fees.

Pre-enrollment/Non-Degree Seeking Students

Anyone may take Accelerated and Professional Studies courses for self improvement or for transfer reasons without completing an application for admission. Up to four courses may be taken. Prior to the fifth course, the admissions process must be completed. However, courses taken

prior to acceptance into a program may not be accepted at a later date. Contact a Site Coordinator for details. See page 47 for further details.

Financial Information

Financial Information (Day)

The charges for tuition, room and board, and the comprehensive fee are due in payments on August 1 for the fall semester and January 1 for the spring semester. The comprehensive fee is for all students. It includes laboratory fees, computer fees, course overload, and student activities subsidies. It does not include graduation fees, the cost of books and supplies, or health insurance.

Financial aid awards will be disbursed in two equal payments and will be applied to the September and January bills. College Work Study earnings will be disbursed directly to the student through payroll. The Board of Trustees reserves the right to adjust charges in accordance with changing costs of operation. Payment must be made before registration for classes. A student whose payments are in arrears may not be allowed to attend classes, to remain in Residence Halls, to use any College services, to take examinations, to participate in graduation, to have transcripts sent, or to receive grades or a degree. In addition, the College may assess late fees for payments not received on time to the extent allowable by law and place student accounts with a third-party collections agency or attorney if the balance remains delinquent and unpaid. The most up-to-date information on required expenses and payment schedules may be found on the College website (www.fisher.edu).

Financial Information (DAPS)

For the most up-to-date information regarding required fees and associated fees, please visit www.fisher.edu/daps. All financial obligations must be met prior to registration for classes. Payment may be made by cash, check, money order, wire transfer, or credit card (MasterCard, American Express, Visa, or Discover). Tuition charges are payable in advance for the entire term, and may be made online through the Fisher College DAPS web page listed above, unless alternative arrangements are made. The Board of Trustees reserves the right to adjust charges in accordance with changing costs of operation. Payment must be made before registration for classes.

The student is responsible for a full term of education's charges. The only exception will be if a monthly payment plan was set up online with our outside agency prior to the beginning of each term. Please refer to the Fisher College website for details. A student whose pay-

ments have not been made may not be allowed to attend classes, to use any College services, to take examinations, to participate in graduation, to have transcripts sent, or to receive grades or a degree. If the College refers a delinquent account to a collection agency or attorney, these costs, plus all expenses associated with the collection effort, will be due and payable.

Lab Fees

Please note that students enrolled in certain courses will be responsible for a lab or user's fee.

Tuition Refund Plan

Fisher College takes the cost of higher education seriously. There are specific concerns for the student who suffers a serious injury, accident, or illness that forces withdrawal from the institution prior to the completion of the semester. In many instances, this translates to a significant financial loss.

As a result, Fisher offers a Tuition Refund Plan, developed specifically to meet the needs of Fisher College students in helping to minimize the financial hardship of such an occurrence. This elective insurance plan provides coverage to full-time Day Division students for tuition, room and board charges, and the comprehensive fee.

To facilitate enrollment in the program, eligible students will be automatically billed for the premium cost. If a student elects to waive this coverage, they must complete the tuition-insurance waiver and return it to the Fisher College Bursar's Office. This waiver must be received by the Bursar's Office prior to the first day of classes.

Refund Schedule

Students who terminate enrollment, including voluntary withdrawal, illness, suspension, or dismissal, may be eligible for a refund. Students with financial aid awards, however, may owe a balance repayment of federal and state grants and loans (see Financial Aid Refund Policy hereafter).

If a student is entitled to a refund, refunds will be determined based on the refund schedule below. Financial Aid may be applied to all or part of the charges depending upon the date of withdrawal during the semester.

Percentage of semester charges excludes the initial deposit of acceptance, resident hall damage deposit, resident hall activity fee, and additional double or single room charge.

Day Division Refund Schedule

Withdrawal from College prior to the first day of class	100%
Withdrawal within the first week, until that Sunday	80%
Withdrawal within the second week, until that Sunday	60%
Withdrawal within the third week, until that Sunday	40%
Withdrawal within the fourth week, until that Sunday	20%
Withdrawal beginning the fifth week	0%

Accelerated and Professional Studies Refund Schedule

Prior to Drop/Add	100%
Prior to third class meeting	50%
After third class meeting	0%
Class canceled	100%

Online Withdrawal Tuition Refund Schedule*

Withdrawal prior to Drop/Add	100%
Withdrawal Tuesday or after of week 2	0%
Class canceled	100%

**The withdrawal date is the date the written notice is received by the Site Coordinator or Registrar or postmarked if mailed. Refunds will be processed via Refund Request Forms or in the appropriate Refund section on the website. The student must submit his or her notice of withdrawal in writing to the Site Coordinator or Registrar.*

Refund Requests

For students who have received federal or state financial aid, including, but not limited to, Stafford Loans, PLUS Loans, Pell Grants, Perkins Loans, Supplemental Educational Opportunity Grants, a refund request cannot be processed until the student has completed at least 60% of the semester for which this aid was granted, and the aid has been received by the College. Please refer to the section entitled Financial Aid Refund Policy.

Should a Day student's account carry a credit balance as a result of funds being received and the student having completed all required documentation from the Financial Aid and Bursar offices, the student may be entitled to request a refund. Day students are limited to a maximum of two refunds per semester from the College and DAPS students are allowed one refund per term. Refund request sheets may be obtained through the College Bursar's office or at the DAPS sites. For DAPS students, requests will be processed following the sixth week of each term. Processing time is approximately two weeks.

1. All personal and bank checks must clear Fisher College's bank account prior to submitting requests. This can take from seven

to 10 business days, depending on the bank. The refund request process will begin in the sixth week of each semester or term.

2. Students must have a credit on their account before a refund can be issued. All aid (i.e. scholarships, grants, and loans) for the semester or term must be applied to the account.
3. Various departments will review the request along with the account history before it is submitted. The review process will take a minimum of two weeks to be reviewed after it is received by the Bursar's Office.
4. Students who have elected to pick up their check from the main campus will be contacted when the check is available for pick up.

Student Accounts Placed with a Collections Agency

It is the policy of the College to work with the student and his or her parents to resolve an outstanding balance on a student account. If a student account remains delinquent, the College Bursar may place the student account with a third-party collections agency or attorney. The outstanding balance of the student account and all costs and fees associated with the collections effort will be due and payable by the student. Students placed with a third-party collections agency or attorney may not be allowed to enroll in College courses, attend classes, take examinations, receive grades or transcripts, attend graduation exercises, live in campus housing, or participate in College activities or sports.

Financial Aid

Fisher College provides financial aid from a variety of federal, state, and institutional sources. Financial aid consists of grants, loans, scholarships, and employment that is awarded based on financial need. Financial need is determined through the Free Application for Federal Student Aid (FAFSA), which must be filed each year. In order to be eligible, a student must meet all of the following criteria:

1. Be accepted and enrolled in an eligible degree or certificate program
2. Be a U.S. Citizen or eligible non-citizen
3. a) Have a high school diploma or its recognized equivalent;
b) Massachusetts residents must pass the MCAS or a federally approved Ability to Benefit Test to qualify for federal or state financial aid
4. Maintain satisfactory academic progress
5. Have a valid social security number

6. Be enrolled on at least a half-time basis if applying for a student loan, and in at least 3 credits for a Federal Pell Grant, depending on financial need
7. Satisfy the Selective Service registration requirements

Financial Aid Application Process

To receive federal, state, or institutional aid, students must complete and submit the Free Application for Federal Student Aid (FAFSA). The College recommends that students file their FAFSA before March 15 each year. To qualify for campus-based federal aid and state-based aid, students need to file their FAFSA before May 1. Institutional aid is available at the discretion of the Board of Trustees.

New Day Division students must be formally accepted to the College before a financial aid file is created. Student eligibility to receive federal and state financial aid is determined based upon information provided on the Institutional Student Information Report (ISIR). Institutional aid is determined based upon the ISIR, academic credentials, and place of residence. If selected, new students must submit verification documents prior to matriculation. Returning Day Division students must update their FAFSA information annually, and submit required verification documents prior to being awarded. Student eligibility to receive federal and state financial aid is determined based upon the ISIR, the program of study, Fisher College academic information, and place of residence.

How Need is Determined

Eligibility for financial aid is based upon the cost of attendance for the student enrolled at Fisher College and the contribution that is expected from the family as determined by the FAFSA calculation. The total cost of attendance is an estimate of all expenses the student normally incurs during the academic year. Tuition, room and board or living expenses, books and supplies, meal plans, transportation expenses, and personal expenses are all factored into the cost of attendance budget.

The family contribution portion consists of the total resources that can be reasonably expected from parents and students. The family contribution is determined through a needs analysis of the information provided on the FAFSA and calculated using the US Department of Education's formula:

Cost of Attendance - Family Contribution = Need

The types and amounts of aid vary depending on the resources available through the College, eligibility requirements of individual

federal programs, and resources available in relation to receipt of the FAFSA. Awards are determined based on the EFC (Expected Family Contribution) as documented on the ISIR.

An award package may be a combination of aid sources based on need, state of residence, and credits earned. Aid is distributed once each term to the student's institutional account upon completion of the verification process.

Students are required to participate in loan-entrance and loan-exit interview counseling. Students will receive notification of counseling requirements from the Office of Financial Aid.

Federal Financial Aid Sources

For a listing of types of available financial aid, please visit www.fisher.edu/financialaid.

Satisfactory Academic Progress Related to Financial Aid

Federal regulations require the College to establish and apply reasonable standards of satisfactory academic progress (SAP) for the purpose of the receipt of financial assistance under the programs authorized by Title IV of the Higher Education Act. The law requires institutions to develop policies regarding SAP. Fisher College students who wish to be considered for financial aid must maintain satisfactory academic progress in their selected course of study as set forth in this policy. Please note that satisfactory academic progress for financial aid purposes is distinct from the College's Academic Progress Guidelines.

Institutional Policy

The Office of Financial Aid evaluates student academic progress at the end of each semester for students in the Day Division. Students in the Division of Accelerated and Professional Studies are evaluated at the end of each term. Students are evaluated on the basis of grade point average (GPA), credit hour completion (incremental progress), and maximum time frame limitation (degree completion).

Degree-Granting Programs

1. Quantitative

a) The maximum time frame allowable to complete a program will be no more than 150% of the published length of the program (measured in total credits attempted, including transfer credits).

b) A minimum of 67% of courses attempted must be completed each academic year. Courses attempted include withdrawals, incompletes,

and repeats.

2. Qualitative

a) A cumulative grade-point average (GPA) of 2.0 must be maintained.

Certificate Programs

1. Quantitative

a) The maximum time frame allowable to complete a program will be no more than 150% of the published length of the program (measured in total credits attempted, including transfer credits).

b) A minimum of 67% of courses attempted must be completed each academic year. Courses attempted include withdrawals, incompletes, and repeats.

2. Qualitative

a) A cumulative GPA of 2.0 must be achieved for each academic term.

Institutional Procedures

Students are notified of the Satisfactory Academic Progress (SAP) Policy in the Fisher College Academic Catalog.

1. Warning

The first time a student fails to meet the SAP standards listed above, he or she receives a notice from the Office of Financial Aid and is placed on financial aid probation for one academic term. The student will not lose his or her financial aid eligibility during the period of probation.

2. Suspension

If the student does not meet the SAP standards at the end of the probationary term, the student loses eligibility for any subsequent financial aid payments, until he or she once again meets the SAP standards. This includes both federal and institutional aid. Financial assistance cannot be provided retroactively for the term during which the student regains eligibility.

Appeal Process

Any student who has been denied financial aid due to failure to meet one or more of the SAP standards as defined above may appeal to the Office of Financial Aid by completing the SAP Appeal Form.

In some cases, a student's failure to remain in compliance with one or more SAP standards is due to events totally beyond the student's control.

Mitigating circumstances that are outlined on the SAP Appeal Form can be documented to provide the basis for the SAP appeal.

The appeal will be reviewed, and a decision rendered, by the Satisfactory Academic Progress Committee. This Committee is comprised of members of the financial aid staff. The College reserves the right to consult any authorized individuals within the College who may be in a position to provide further information or who can otherwise corroborate the student's circumstances.

The appeal process will result in one of two decisions: Appeal Approved or Appeal Denied.

Appeal Approved

If the appeal is approved, financial aid will be reinstated and the student will have one additional probationary term in which to meet all SAP standards. If at the end of the additional probationary term the student does not meet all SAP requirements, the student will lose all financial aid eligibility until such time as they are met. No additional appeal may be submitted. (If the student regains eligibility and then in the future once again fails to meet the SAP standards, another appeal may be submitted at that time).

A student may be on Financial Aid probation for a maximum of two consecutive semesters or terms for a single appeal.

Appeal Denied

If the appeal is denied, financial assistance will be suspended until such time as the student meets all SAP progress requirements as stated.

Notification

The Director of Financial Aid will notify a student whose aid status is, or might in the future be, affected by his or her academic progress.

1. Warning Letter

This letter notifies the student that he or she has fallen below the Fisher College SAP standards and is being placed on Financial Aid

Probation for the next academic semester or term.

2. Loss of Eligibility (Suspension) Letter

This letter notifies the student that he or she has not regained eligibility during the probationary period and will no longer receive any financial aid beginning with the next academic semester or term and continuing until he or she meets the SAP standards.

3. Removal of Probationary or Suspension Status

This letter notifies the student that he or she regained eligibility for financial aid, either after a period of probation or suspension, because he or she has met the SAP standards.

4. Appeal Approved or Appeal Denied

Students who file an appeal as described above will be notified of the outcome of that appeal.

Financial Aid Refund Policy

The College is required to return financial aid funds to the federal and state governments for financial aid recipients enrolled in eligible programs who withdraw before completion of at least 60% of the semester or term. After the 60% point, a student has earned 100% of the program funds and those funds will be applied in full to the student's account.

Order of Return of Student Financial Aid Program Funds

Funds credited to outstanding loan balances for the payment period or period of enrollment for which a return of funds is required must be returned in the following order:

- Unsubsidized Federal Stafford loans
- Subsidized Federal Stafford loans
- Federal Perkins loans
- Federal PLUS loans
- Federal Pell Grants
- Federal SEOG Grants

Students who withdraw before the 60% point in the semester or term are responsible for the balance created by the return of funds to the Department of Education. The balance must be settled prior to leaving the College.

Institutional aid is refunded based upon the student's withdrawal date, and it is based upon the refund schedule.

Student Services

Academic Advising and Career Counseling

There is a range of resources at Fisher College available for making decisions about the future. An advisor will be assigned to work with each student.

Advisors are faculty and staff members who are prepared to assist in making academic and career decisions. For example, a student may need to:

- Navigate the transition to college
- Participate in self-assessment to ensure proper major and degree
- Learn about job and internship opportunities
- Begin the career-readiness journey
- Explore and clarify his or her career goals
- Confirm his or her choice of a major
- Monitor his or her academic progress
- Decide how many courses to take given other commitments
- Map out a schedule of courses for a semester or the entire degree program

Students need to play an active role in their own academic experience. The College encourages all students to:

- Know the requirements for their academic program
- Seek advice on a regular basis
- Monitor academic progress and participate in enrichment experiences
- Begin career discussions early with an advisor and the Director of Career Services

Academic Center for Enrichment (ACE)

In ACE, students may access many services to enrich their academic experience at Fisher College. ACE is located on the ground level of 118 Beacon Street. The professional tutoring program is designed to assist students in assessing their strengths and weaknesses and to develop the study skills necessary to be successful in their classes. If combined with effective and independent studying, practice with math problems, reading, and writing, tutoring can increase both learning and academic performance.

Tutoring

ACE is staffed with 15-20 tutors who have master's or doctoral degrees. They assist students with all aspects of the learning process, including organizational and study skills. They are also experienced with identifying the root of students' academic difficulties and giving students the tools they need to become independent learners. Students are encouraged to make appointments with tutors, and some take advantage of the service by making weekly appointments with the same tutor, developing a sound relationship throughout the semester. Tutoring services are available from September to May.

Career Services

The Office of Career Services works with students in their career planning and job search efforts. A wide range of services, resources, and educational opportunities exist to support students during this process.

Fisher College's Director of Career Services is a supportive partner who works with students to:

- Help discover strengths, abilities, and new passions
- Set proactive goals
- Prepare students for the world of work, including: resume writing, cover letter writing, and interviewing skills
- Determine what kind of work would be most satisfying and design a plan to achieve goals
- Understand the relationship between academic experiences, internships, and career choice
- Assist in the transition from college to professional life

The Office of Career Services offers:

- Assistance with finding part-time and full-time job opportunities and internships
- Instructions on how to use Fisher College's electronic recruiting tool
- Help with drafting resumes, cover letters, and other career tools
- Workshops on career-readiness topics
- Mock interviews
- Advice on how to dress for success
- Opportunities to meet industry experts to further explore career goals/areas of interest

Office of Student Accessibility Services

Fisher College complies with federal legislation for individuals with disabilities (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and the ADAAA of 2009) and offers reasonable accommodations to qualified students with disabilities. It is the student's responsibility to notify the Office of Student Accessibility Services (OSAS) of classroom accommodation needs. Accommodations are arranged through the OSAS, which will issue a confidential Disability Services Accommodation Form to qualified students. This should be accomplished during the first two weeks of class each semester. For questions about the process, please contact OSAS at 617-670-4429.

Computer Labs

The College has four computer labs and classrooms located throughout the campus. One lab is located in the library and is often used for library instruction. All machines have Internet access, Windows Operating Systems, and printing capabilities. Students are required to have a valid Fisher College ID number to be able to log on to the computers and to practice ethical use of the equipment. Current hardware and software configurations allow students to take advantage of the technology that will be useful in their studies and future work environments. Labs are used for formal teaching and individual learning assignments.

Personal and Mental Health Counseling

A trained, licensed mental health counselor is on campus approximately 20 hours per week to meet with students. The counselor offers free, limited, individual, and group counseling to all full-time Day students.

Appointments are made through Counseling Services. Cases that require long-term therapy, medication, or serious intervention are typically referred out to mental health specialists. The student must pay for all referred services. Therefore, it is strongly recommend that all students have appropriate mental health and substance abuse coverage through their insurance. Emergency services are available 24 hours a day through local hospitals. In case of an emergency, students should contact Campus Security at 617-236-8880.

The atmosphere of Counseling Services is one that is welcoming and comfortable for all students regardless of race, gender, ethnic background, age, sexual orientation, religion, citizenship, or ability. Counseling Services may be reached at counselingservices@fisher.edu

or 617-236-8894. The office is located in the Mall area.

Health Services

The Health Center provides care for all full-time Day Division students. The staff is prepared to answer questions, offer advice, provide treatment, and make referrals when necessary. The Nurse is available weekdays during posted hours. The Health Office is open for services September - May and by appointment during the summer months.

The Health Center requires a physical examination and documentation of immunizations for all full-time day students prior to entry. In order to comply with Massachusetts state law, documentation must be complete for: Tetanus/Diphtheria & Acellular Pertussis booster (unless contraindicated); completion of the Hepatitis B series, MMR (two doses), Varicella (Chicken Pox) (two doses), a titre or medical providers report of disease. All residential students must also have a Meningitis vaccination. The health form, completed by a professional, must be returned to the Health Office by August 1 or January 2 prior to the first term of enrollment. Any changes or updates (e.g., immunizations, physical exams, injuries, etc.) to a student's medical record should be submitted to the Fisher Health Office to update the student's record. Before graduating, students may request a copy of their records to take with them upon departure. Such requests take approximately one week, so please plan ahead. Medical records are kept for five years and then destroyed so all students should obtain copies of their immunizations prior to leaving.

Health Insurance

All Day Division students enrolled in nine or more credits and working toward a degree or certificate program are required to participate in a health insurance policy that meets the Qualifying Student Health Insurance Program (QSHIP). The College is required by the state to offer a health insurance policy that meets the QSHIP standards. All Day Division students must purchase the plan through the College unless they have a comparable health insurance plan. Any student who wishes to waive participation in the student health insurance plan and the associated fees must submit a Waiver Request Form by August 1 of each year (or upon re-enrollment in a full-time program). Proof of insurance requires filling out all parts of the Waiver Request Form. Submitting a waiver form does not guarantee acceptance of insurance as comparable or waiver from participation in the student health insurance plan through the College. Please visit www.fisher.edu/healthinsurance for specific insurance coverage details.

The student health insurance plan offered through the College provides 12-month coverage beginning at the end of August each year. Specific plan information can be found at www.fisher.edu/healthinsurance. This policy does not give unlimited coverage; some limits do apply. Please review the policy carefully and contact the insurance company's customer service department with questions. Students may wish to carry additional coverage.

DAPS students are not considered full-time students unless they enroll in 9 or more credits from September through December or from January through May. Students are therefore exempt from the health insurance waiver process. Full-time DAPS students are, however, eligible to enroll in the student health insurance plan, offered through the College at the beginning of any academic semester (September and January) by completing a student health insurance enrollment form. Enrollment forms are available through the Fisher College Health Center website.

College Bookstore

Books and supplies are not included in the College tuition or comprehensive fee. Textbooks may be purchased through the online bookstore at www.fisher.edu/bookstore.

Dining Services

Campus dining services are provided by Aramark, and the Dining Room is located off the Mall at 116 Beacon Street. The Dining Room is available to all students, faculty, and staff. Residential students are required to purchase a meal plan as part of their room and board. The meal plan runs on a declining balance, which allows the student to control what food items he or she wants to purchase. Residential meal plan dollars roll over fall semester to spring semester, but not to the next academic year. Residential meal plans are not offered during summer months. However, students can place money onto their Fisher ID.

Student Life

Residential Life

Fisher College has four Residence Halls — 102, 104/106, 112/114/116, and 131/133. The off-campus residence hall is located at 19 Stuart St.

The College reserves the right to deny residence privileges to any student who has been convicted of a felony or misdemeanor, who has failed to pay his or her bill, who has failed to provide an appropriate health record, or who has been found responsible in an official Student Conduct Hearing.

Resident Directors and Resident Assistants

Every residence hall has a Resident Director whose function is to help the students develop and maintain a positive environment. He or she is aided in this task by Resident Assistants, who coordinate the activities of the residence hall and work with the Resident Director in achieving the collective goals of the hall.

Commuting

Students living off campus must file a local home address and telephone number with the Office of the Registrar upon arrival at the College and should notify the Office of the Registrar if this information changes during the course of their stay at Fisher College.

Commuting students are an integral part of Fisher College's student life. All student activities, events, services, organizations, and clubs are open to commuters. The Division of Student Life strongly encourages commuters to actively participate in College activities and to make good use of all the services provided (e.g., counseling, health services, etc.). For assistance, please contact the Commuter Liaison at commuterservices@fisher.edu.

Student Code of Conduct

The Student Code of Conduct is distributed to all students upon arrival. It provides detailed information regarding the residence halls, and additional information about College policies. Students are responsible for the information in the Student Code of Conduct. Ignorance of this information does not excuse a student from being held accountable for violations of policies contained therein.

Transportation

Fisher College is easily accessible by public transportation. Arlington Street T-stop is the closet line to the Boston campus. Student parking is not available on College property. However, Beacon Street and the surrounding areas do have metered parking on the street, and two large parking garages are within walking distance.

Mailboxes

All Residential students are issued a campus mailbox. At his or her request, each commuter student can be issued a campus mailbox located in the Mall area. Announcements, updates, and official correspondence from the College are put in the mailboxes and e-mailed to all students at their Fisher College e-mail addresses. Combinations for mailboxes are available at the Office of Housing and Residential Life.

Lockers

Lockers are obtained from the Office of Housing and Residential Life in the Mall. There is a fee to rent a locker for the academic year. Lockers are rented beginning the first day of classes on a first-come/first-served basis. Please contact the Office of Housing and Residential Life for current rental rates.

Department of Public Safety

The Department of Public Safety is committed to enhancing the quality of life of the College community. The Department operates 24 hours a day, seven days a week, and provides security and protection to students, employees, and visitors in and around campus.

Identification Cards

Day students are issued a Fisher College photo ID card upon enrolling at Fisher College. This ID should be carried with the student at all times. The ID allows a student to gain access to the College and to use its facilities, including the Fisher Dining Hall and the Library. All students must provide identification when asked by any College personnel.

Failure to do so may result in denial of entry to the College and its facilities, and might result in disciplinary action for the student. ID cards also function as meal cards for students who have purchased a meal plan. ID cards are non-transferable. If a student loses his or her ID

card, he or she should inform Public Safety immediately and ask for a replacement card. Students on the dining plan who lose their ID card should inform both Public Safety and the Food Service Director so that the lost card can be de-activated. If it occurs after business hours, he or she should contact the Food Service Director during the next business day. There is a \$25 replacement charge for lost IDs.

Athletics

Fisher College is a member of the National Athletics Intercollegiate Association (NAIA). Six varsity sports are offered: men's and women's soccer, men's and women's basketball, and men's baseball and women's softball. Cheerleading is offered as a club sport, as is golf. All students are welcome and encouraged to try out for any sport.

Veterans/Military

Servicemembers Opportunity Colleges

Fisher College has been designated as an institutional member of Servicemembers Opportunity Colleges (SOC), a group of more than 1800 colleges and universities providing voluntary postsecondary education to members of the military throughout the world. As an SOC member, Fisher College recognizes the unique nature of the military lifestyle and is committed to easing the transfer of relevant course credits, while crediting learning from appropriate military training and experiences. SOC has been developed jointly by educational representatives of each of the armed services, the Office of the Secretary of Defense, and a consortium of 12 leading national higher education associations.

Veterans Educational Assistance Program (VEAP)

Veterans and active duty military who qualify for Educational Assistance for Veterans (new GI bill), Chapters 106 and 30, or for the Educational Rehabilitation Program, Chapter 31, or for the VEAP Program, Chapter 32, may obtain information from the Office of the Registrar or Division of Accelerated and Professional Studies.

Reserve Officers' Training Corps (ROTC)

While at Fisher College, students wishing to participate in the U.S. Army ROTC may join students from at least six other colleges already enrolled at Boston University. The program is open to full-time students enrolled at the College. The Military Science courses are required of those students enrolled in the ROTC program, but may be taken by any student of the College.

U.S. Army ROTC offers a program designed to train future junior officers for leadership with instruction that complements a baccalaureate degree. Students interested in taking Army ROTC classes should contact the Office of the Registrar.

For information about ROTC scholarships, contact the Recruiting Officer in the Department of Military Science at Boston University at 617-353-4025 or 617-353-4026 or by visiting 128 Bay State Road. For information regarding ROTC at Fisher College, please contact the Office of Admissions at 617-236-8818.

Program Requirements

The academic programs offered at Fisher College combine the study of liberal arts and sciences with the professional skills demanded by a modern work environment. Technology and library research are an integral component of programs leading to degrees and certificates. Fisher College believes that students achieve greater success when they have specific educational goals towards which to work. The academic programs are designed with a degree of flexibility so that, generally, a student may change his or her major without difficulty or adverse consequences.

Academic advisors are assigned to each student to assist in selecting the appropriate courses necessary to meet his or her educational objectives.

Credits earned at Fisher are generally transferable to similar associate and baccalaureate programs of other colleges and universities. Because specific program requirements vary among institutions, students wishing to transfer should work closely with their advisor to ensure the maximum transfer of credit.

Please note: Length of time needed to complete a program may vary based on transfer credit, English and mathematics placement, and number of college-level courses successfully completed each term.

COMMUNICATION & MEDIA STUDIES
Bachelor of Arts in Communication & Media Studies Degree (Day & DAPS)

The Bachelor of Arts degree in Communication & Media Studies is an interdisciplinary program that combines courses in communication, advertising, public relations, and journalism. The program considers media industries and their relationship to culture and society, and the understanding of how communication works. The program emphasizes the development of critical thinking, professional writing skills, and effective oral communication. The Communication & Media Studies major prepares students for a wide variety of careers in business and industry, advertising, public relations, and journalism, or advanced study.

Credit Hours		
	Fall	Spring
First Year		
CM100 Introduction to Human Communication	3	
CM101 Introduction to Mass Communication		3
CS101 Computer Concepts and Applications	3	
EN101 English I	3	
EN102 English II		3
IS105 Common Experience ¹	3	
MA117 Finite Math		3
PS101 Introduction to Psychology	3	
Free Elective		3
Humanities Elective		3
Total Credits	15	15
Second Year		
CM105 Public Speaking	3	
CM203 Media Writing		3
EN201 Intermediate Writing	3	
MA121 Basic Statistics		3
Program Electives*	3	3
Humanities Elective		3
Science Elective	3/4	
Free Electives	3	3
Total Credits	15/16	15

Program Requirements

Third Year		Fall	Spring
CM300	Communication Theory	3	
CM400	Media Criticism		3
IS210	Professional Development for Internship [∂]		1
	Program Electives*	3	3
	Humanities Elective	3	
	Social Science Elective		3
	Free Electives	6	6
	Total Credits	15	16
Fourth Year			
CM450	Senior Seminar		3
CM460	Internship	3	
	Program Elective*	3	
	Free Electives	3	6
	Global Awareness Elective [⌘]	3	
	Humanities Elective		3
	English Elective	3	
	Social Science Elective		3
	Total Credits	15	15

* Take one CM elective at the 200-level; three program electives at the 300- or 400-level; and one program elective at any level.

[∂] Not required for Division of Accelerated and Professional Studies students.

[⌘] Must choose from a Global Awareness (G) designated course.

¹IS105 is required of Day Students. Students matriculated in DAPS take a free elective instead.

Minimum credits required for graduation – 120.

PSYCHOLOGY
Bachelor of Arts in Psychology Degree (Day & DAPS)

The Bachelor of Arts in Psychology degree at Fisher College has been developed to give students a solid background in the scientific study of human behavior, both individually and within society. The degree provides students with a broad background in psychology, helping students understand themselves and others. In addition, students acquire a wide range of interpersonal skills, as well as develop their expertise in reading, writing, conducting research, and critical thinking. This gives students an advantage in a competitive job market, as these versatile skills are highly valued by employers. Graduates of the Psychology degree can obtain jobs in a wide range of settings, including research, child care, social service agencies, drug treatment centers, youth and adult residential care centers, crisis centers, senior citizen centers, state and local agencies serving families and children, or can pursue advanced degrees in psychology or related fields.

Credit Hours		
First Year	Fall	Spring
CS101 Computer Concepts and Applications		3
EN101 English I	3	
EN102 English II		3
IS105 Common Experience ¹	3	
MA107/117 College Algebra/ Finite Math*	3	
PS101 Introduction to Psychology	3	
PS102 Psychology of Personality		3
PS105 Human Development		3
Humanities Electives	3	3
Total Credits	15	15
Second Year		
CM105 Public Speaking	3	
EN201 Intermediate Writing	3	
PS208 Abnormal Psychology		3
PS210 Statistics for Psychology	3	
PS211 Research Methods in Psychology		3
PS212 Psychology of Learning		3
SC129 Human Biology (Lab Science)		4
SO121 Social Justice, Race, and Gender Issues	3	
Free Electives	3	3
Total Credits	15	16

Program Requirements

Third Year		Fall	Spring
IS210	Professional Development for Internship ^Ω		1
PS315	Social Psychology	3	
PS322	Cognitive Psychology		3
PS325	Physiological Basis of Behavior	3	
PS415	Psychology: History and Systems		3
	Free Elective		3
	Global Awareness Elective [⌘]	3	
	Program Electives (300/400 level)	3	3
	Social Science Electives	3	3
	Total Credits	15	16
Fourth Year			
PS450	Senior Seminar		3
PS460	Internship	3	
	Free Electives	6	6
	Humanities Elective (300/400 level)		3
	Program Electives (300/400 level)	3	3
	Social Science Elective	3	
	Total Credits	15	15

* MA191 or MA192 may be substituted.

^Ω Not required for Division of Accelerated and Professional Studies students.

[⌘] Must choose from a Global Awareness (G) designated course.

¹IS105 is required of Day Students. Students matriculated in DAPS take a free elective instead.

Minimum credits required for graduation – 121.

CRIMINAL JUSTICE**Bachelor of Science in Criminal Justice (Day & DAPS)**

The Criminal Justice major prepares students for both careers and advanced studies through a combination of courses in criminal justice, psychology, and sociology, providing an understanding of the nature of crime as well as the processes that prevent and respond to crime. Additionally, the program considers justice principles and methods of social control and their applications to various areas within the criminal justice system. Through the analysis of crime, justice, and social control, students will develop a personal definition of justice, a fuller understanding of the world in which they live, and the ability to identify careers and strategies for action. The program emphasizes the development of critical thinking skills as students examine crime, criminal behavior, social control, and theories of justice.

		<u>Credit Hours</u>	
First Year		Fall	Spring
CJ101	Introduction to Criminal Justice	3	
CM105	Public Speaking		3
CS101	Computer Applications	3	
EN101	English I	3	
EN102	English II		3
IS105	Common Experience ¹	3	
LA107	Criminal Law		3
MA107/117	College Algebra/Finite Math*	3	
SO105	Introduction to Criminology		3
	Free Elective		3
	Total Credits	15	15
Second Year			
CJ201	Corrections in America		3
CJ210	Law Enforcement	3	
CJ215	Principles of Investigations	3	
CJ225	Criminal Court Process		3
CJ240	Deviance and Social Control	3	
MA121	Basic Statistics		3
PS101	Introduction to Psychology	3	
SO101	Introduction to Sociology	3	
	Humanities Elective		3
	Free Elective		3
	Total Credits	15	15

Program Requirements

Third Year		Fall	Spring
CJ316	Criminal Justice Research Methods	3	
CJ317	Criminal Justice Statistics		3
SO121	Social Justice, Race, and Gender Issues in American Society	3	
	Program Elective	3	3
	Natural Science Elective		3
	Global Awareness Elective [⌘]		3
	Free Electives	6	3
	Total Credits	15	15
Fourth Year			
CJ410	Ethics and the Criminal Justice System	3	
CJ420	Advanced Crime Theory and Policy	3	
CJ450	Senior Seminar		3
CJ460	Internship		3
IS210	Professional Development for Internship [⌚]	1	
	Program Elective	3	
	Interdisciplinary Program Elective [❖]		3
	Humanities Elective		3
	Free Electives	6	3
	Total Credits	16	15

* MA191 or MA192 may be substituted.

[⌚] Not required for Division of Accelerated and Professional Studies students.

[⌘] Must choose from a Global Awareness (G) designated course.

[❖] Choose from PS330, PS410, or HS303.

¹IS105 is required of Day Students. Students matriculated in DAPS take a free elective.

Minimum credits required for graduation – 120.

HUMAN SERVICES**Bachelor of Science in Human Services Degree (Day and DAPS)**

The Bachelor of Science degree in Human Services combines many disciplines to offer a program that will provide students with the theoretical and practical knowledge needed to secure employment in the field of Human Services. This broad area includes jobs in the health care sector (hospitals, mental health clinics); community organizations (homeless shelters, centers for victims of abuse and assault), working with adults and children with developmental delays and substance abuse problems; Department of Social Services; and a wide range of other social agencies.

		Credit Hours	
First Year		Fall	Spring
CS101	Computer Concepts and Applications		3
EN101	English I	3	
EN102	English II		3
HS101	Introduction to Human Services	3	
IS105	Common Experience ¹	3	
MA107/117	College Algebra/Finite Math*	3	
PS101	Introduction to Psychology	3	
PS208	Abnormal Psychology		3
	Humanities Elective		3
	Program Elective (HS, PS, SO, or ECE) ²		3
	Total Credits	15	15
Second Year			
HS201/PS102	Theories of Counseling and Interviewing/ Psychology of Personality	3	
HS202	Practice of Counseling and Interviewing		3
MA121/PS210	Basic Statistics/ Statistics for Psychology	3	
SO121	Social Justice, Race, Gender	3	
	Communications Elective		3
	Free Elective		3
	Humanities Elective		3
	Program Electives (HS, PS, SO or ECE) ²	3	3
	Science Elective	3/4	
	Total Credits	15/16	15

Program Requirements

Third Year		Fall	Spring
HS207	Ethical Issues	3	
HS301	Crisis Intervention	3	
IS210	Professional Development for Internship [⌘]		1
PS211	Research Methods in Psychology		3
	Free Electives	3	6
	Program Electives (HS, PS, SO, or ECE) [⌘]	3	3
	Social Science Elective		3
	300/400 level Social Science Elective	3	
	Total Credits	15	16
Fourth Year			
HS402	Systems and Policies		3
HS450	Senior Project		3
HS460	Internship	3	
	Global Awareness Elective [❖]		3
	Free Electives	6	6
	300/400 level Humanities Elective	3	
	300/400 level Social Science Elective		3
	Total Credits	15	15

* Math required is MA107 or MA117. MA191 or MA192 may be substituted.

[⌘] Up to 6 credits of ECE may be used.

[⌘] Not required for Division of Accelerated and Professional Studies students.

[❖] Must choose from a Global Awareness (G) designated course.

¹IS105 is required of Day students. Students matriculated in DAPS take a free elective.

Minimum credits required for graduation – 120.

HUMAN SERVICES: Early Childhood Education Concentration

Bachelor of Science in Human Services Degree (Day and DAPS)

The Bachelor of Science degree in Human Services, with a concentration in Early Childhood Education, will allow students to advance their skills and knowledge in education and affiliated areas of human services. Graduates will be prepared to work with adults as well as children in community organizations, social services, and early childhood educational settings. Students will be eligible to petition for the Associate in Arts Degree in Early Childhood Education after completing the first 60 credits toward this degree.

		Credit Hours	
First Year		Fall	Spring
CS101	Computer Concepts and Applications		3
ED103	Introduction to Early Childhood Education	3	
ED104	Early Childhood Education Seminar		1
ED116	Health, Safety, and Nutrition for Young Children		3
ED120	Infant/Toddler Curricula	3	
ED121	Preschool Curricula		3
EN101	English I	3	
EN102	English II		3
IS105	Common Experience ¹	3	
MA107/117	College Algebra/Finite Math*	3	
PS103	Child Development		3
	Total Credits	15	16
Second Year			
CM105	Public Speaking	3	
ED200	Preschool or Infant ♦	4	
ED201	Toddler Practicum ♦		4
ED204	Strategies for Children's Behavior	3	
ED205	Children with Special Needs		3
HS101	Introduction to Human Services	3	
PS101	Introduction to Psychology	3	
PS208	Abnormal Psychology		3
	Humanities Elective		3
	Science Elective		3
	Total Credits	16	16

Program Requirements

Third Year		Fall	Spring
HS201/PS102	Theories of Counseling and Interviewing/ Psychology of Personality	3	
HS202	Practice of Counseling and Interviewing		3
IS210	Professional Development for Internship [Ⓐ]		1
MA121/PS210	Basic Statistics/ Statistics for Psychology	3	
PS211	Research Methods in Psychology		3
SO121	Social Justice, Race, and Gender	3	
	Free Electives	3	3
	Global Awareness Elective [Ⓑ]		3
	Program Electives (HS, PS, or SO courses)		3
	300/400 Level Social Science Elective	3	
	Total Credits	15	16
Fourth Year			
ED300	Math and Science Curricula for Young Children	3	
ED310	Observation & Assessment of Young Children		3
HS207	Ethical Issues	3	
HS301	Crisis Intervention	3	
HS402	Systems and Policies		3
HS450	Senior Project		3
HS460	Internship	3	
	Free Electives	3	
	Program Electives (HS, PS, or SO courses)		3
	300/400 Level Social Science Elective		3
	Total Credits	15	15

* MA191 or MA192 may be substituted.

[Ⓐ] Not required for Division of Accelerated and Professional Studies students.

[Ⓑ] Must choose from a Global Awareness (G) designated course.

❖ Students may take ED200 and ED201 in any sequence; DAPS students may take ED209 Early Childhood Advanced Internship as a substitute for either course; Day Division students must get permission from their Program Director.

¹IS105 is required of Day students. Students matriculated in DAPS take a free elective.

Minimum credits required for graduation – 124.

MANAGEMENT

Bachelor of Science in Management Degree (Day and DAPS)

The Bachelor of Science in Management (BSM) is designed to give future managers an understanding of the various aspects of administrative practice and to develop judgment and skills necessary to perform more efficiently and effectively in the workforce. Career options in business, government, health care, education, fashion, public administration, hospitality, and other professions are available upon completion of the program. The BSM includes courses that develop skills in both the integrative and strategic roles of management. The study of management includes broad-based courses dealing with the economic and business environment as well as functional management courses with a specific discipline focus.

Through extensive use of case studies, management simulation, and group research projects, students develop the leadership skills necessary in the management field. Faculty pay significant attention to current issues and related topics in order to prepare students with the knowledge necessary to enter the workforce and to continue further study.

Credit Hours		
First Year	Fall	Spring
CM105 Public Speaking		3
CS101 Computer Concepts and Applications	3	
CS245 Management Application and Information Systems		3
EC101 Macroeconomics	3	
EC102 Microeconomics		3
EN101 English I	3	
EN102 English II		3
IS105 Common Experience ¹	3	
MA107/117 College Algebra/Finite Math*	3	
PS101 Introduction to Psychology		3
Total Credits	15	15

Program Requirements

Second Year		Fall	Spring
AC121	Financial Accounting	3	
AC122	Managerial Accounting		3
LA204	Business Law	3	
MA121	Basic Statistics		3
MG201	Principles of Management	3	
MG202	Human Resource Management		3
MK201	Principles of Marketing		3
	Science Elective	3/4	
	Social Science Elective		3
	Program Elective ^Q	3	
	Total Credits	15/16	15
Third Year			
FI201	Principles of Business Finance	3	
IS210	Professional Development for Internship*		1
MG304	Leadership and Ethics		3
MG315	International Management ^G		3
MG321	Organizational Behavior	3	
PS315	Social Psychology	3	
	Humanities Elective		3
	Program Electives ^Q	3	3
	Free Electives	3	3
	Total Credits	15	16
Fourth Year			
MG303	Managerial Communications	3	
MG390	Management Internship	3	
MG435	Operations Management	3	
MG441	Business Policy and Strategic Management		3
MG450	Senior Project		3
	English Elective		3
	Free Electives	6	3
	Program Elective ^Q		3
	Total Credits	15	15

* MA191 or MA192 may be substituted.

^Q Any AC, CS, FI, MG, MK, or TH course; or CM100, CM201, CM215, CM225, CM300, CM316, CM325, or CM415.

* Not required for Division of Accelerated and Professional Studies students.

¹IS105 is required of Day Students. Students matriculated in DAPS take a free elective.

^GFulfills Global Awareness requirement.

Minimum credits required for graduation – 120.

MANAGEMENT: 12-CREDIT INTERNSHIP**Bachelor of Science in Management Degree with 12-Credit Internship (Day and DAPS)**

This program duplicates the curriculum of the Bachelor of Science in Management but incorporates a full-semester internship to complement the academic course work. Internships provide valuable experience and enhance the students' skills and marketability. This is an excellent option for students who wish to ensure their resume has significant work experience prior to graduation. Internships are non-paid. During the full-semester (12 credit) internship, students will take one additional class on campus or online to complete their credit hours for the semester.

		Credit Hours	
		Fall	Spring
First Year			
CM105	Public Speaking		3
CS101	Computer Concepts and Applications	3	
CS245	Management Application and Information Systems		3
EC101	Macroeconomics	3	
EC102	Microeconomics		3
EN101	English I	3	
EN102	English II		3
IS105	Common Experience ¹	3	
MA107/117	College Algebra/Finite Math*	3	
PS101	Introduction to Psychology		3
	Total Credits	15	15
Second Year			
AC121	Financial Accounting	3	
AC122	Managerial Accounting		3
LA204	Business Law	3	
MA121	Basic Statistics		3
MG201	Principles of Management	3	
MG202	Human Resource Management		3
MK201	Principles of Marketing		3
	Science Elective	3/4	
	Social Sciences Elective		3
	Free Elective	3	
	Total Credits	15/16	15

Program Requirements

Third Year		Fall	Spring
FI201	Principles of Business Finance	3	
IS210	Professional Development for Internship ^Q		1
MG303	Managerial Communications	3	
MG304	Leadership and Ethics		3
MG315	International Management ^G		3
MG321	Organizational Behavior	3	
MG435	Operations Management		3
PS315	Social Psychology	3	
	Humanities Elective		3
	Free Electives		3
	Program Elective [⌘]	3	
	Total Credits	15	16
Fourth Year			
IN412	12-Credit Internship	12	
MG441	Business Policy and Strategic Management		3
MG450	Senior Project		3
	English Elective		3
	Free Electives	3	3
	Program Elective [⌘]		3
	Total Credits	15	15

* MA191 or MA192 may be substituted.

^Q Not required for Division of Accelerated and Professional Studies students.

[⌘] Any AC, CS, FI, MG, MK, or TH course or CM100, CM201, CM215, CM225, CM300, CM316, CM325, or CM415.

¹IS105 is required of Day Students. Students matriculated in DAPS take a free elective.

^GFulfills Global Awareness requirement.

Minimum credits required for graduation – 120.

MANAGEMENT: ACCOUNTING CONCENTRATION**Bachelor of Science in Management Degree (Day and DAPS)**

The Bachelor of Science in Management degree, with a concentration in Accounting, is designed to focus on accounting theory and practice. Throughout the program, students will gain the necessary skills to identify, measure, communicate, and interpret economic information. The field of accounting offers a variety of career choices that include, but are not limited to: positions in public accounting, tax preparation, management accounting and financial consulting.

		Credit Hours	
First Year		Fall	Spring
AC121	Financial Accounting		3
CM105	Public Speaking	3	
CS101	Computer Concepts and Applications	3	
CS245	Management Application and Information Systems		3
EC101	Macroeconomics	3	
EC102	Microeconomics		3
EN101	English I	3	
EN102	English II		3
IS105	Common Experience ¹	3	
MA107/117	College Algebra/Finite Math*		3
Total Credits		15	15
Second Year			
AC122	Managerial Accounting	3	
AC204	Income Tax		3
FI201	Principles of Business Finance		3
LA204	Business Law	3	
MA121	Basic Statistics		3
MG201	Principles of Management	3	
MG202	Human Resource Management		3
MK201	Principles of Marketing		3
PS101	Introduction to Psychology	3	
	Science Elective	3/4	
Total Credits		15/16	15

Program Requirements

Third Year		Fall	Spring
AC201	Intermediate Accounting I	3	
AC202	Intermediate Accounting II		3
IS210	Professional Development for Internship ^Q		1
MG304	Leadership and Ethics		3
MG315	International Management ^G		3
MG321	Organizational Behavior	3	
PS315	Social Psychology	3	
	Humanities Elective	3	
	Social Science Elective		3
	Free Elective	3	3
	Total Credits	15	16
Fourth Year			
AC301	Accounting Information Systems	3	
AC304	Business Entity Taxation	3	
AC401	Auditing		3
MG303	Managerial Communications	3	
MG390	Management Internship ^Q	3	
MG435	Operations Management	3	
MG441	Business Policy and Strategic Management		3
	Accounting Elective		3
	English Elective		3
	Free Elective		3
	Total Credits	15	15

* MA191 or MA192 may be substituted.

^Q Not required for Division of Accelerated and Professional Studies students.

¹IS105 is required of Day Students. Students matriculated in DAPS take a free elective.

^GFulfills Global Awareness requirement.

Minimum credits required for graduation – 120.

MANAGEMENT: COMPUTER INFORMATION SYSTEMS CONCENTRATION
Bachelor of Science in Management Degree (Day & DAPS)

The Computer Information Systems Concentration of the Bachelor of Science in Management program is designed to give students an understanding of business functions, management principles, and the critical role of technology in any modern business or other organization. Students will gain a solid foundation in computer information systems, while also studying management fundamentals. This program enables students who have an aptitude for technology to pursue their own areas of interest within the field and to be competent administrators within a technology-based organization.

		Credit Hours	
First Year		Fall	Spring
CM105	Public Speaking		3
CS101	Computer Concepts and Applications	3	
CS245	Management Application and Information Systems		3
EC101	Macroeconomics	3	
EC102	Microeconomics		3
EN101	English I	3	
EN102	English II		3
IS105	Common Experience ¹	3	
MA107	College Algebra*	3	
PS101	Introduction to Psychology		3
Total Credits		15	15
Second Year			
AC121	Financial Accounting	3	
AC122	Managerial Accounting		3
CS205	Computer and Systems Programming I	3	
CS210	Database Design and Management		3
LA204	Business Law	3	
MA121	Business Statistics		3
MG201	Principles of Management	3	
MK201	Principles of Marketing		3
	Science Elective	3/4	
	Free Elective		3
Total Credits		15/16	15

Program Requirements

Third Year		Fall	Spring
CS234	Website Programming and Development	3	
CS301/CS310	Advanced Web and Application Programming/Mobile App Development		3
FI201	Principles of Business Finance	3	
IS210	Professional Development for Internship ^Q		1
MG304	Leadership and Ethics		3
MG315	International Management ^G		3
MG321	Organizational Behavior	3	
PS315	Social Psychology	3	
	Humanities Elective		3
	Social Science Elective	3	
	Free Electives		3
	Total Credits	15	16
Fourth Year			
CS233	System and Network Fundamentals	3	
CS400	Project Management		3
MG303	Managerial Communications	3	
MG390	Management Internship [*]	3	
MG435	Operations Management	3	
MG441	Business Policy and Strategic Management		3
CS443	System Analysis and Design		3
	English Elective		3
	Free Electives	3	3
	Total Credits	15	15

* MA191 or MA192 may be substituted. MA117 may be taken as an elective course only.

^Q Not required for Division of Accelerated and Professional Studies students.

^{*} Computer Information Services focus.

¹IS105 is required of Day Students. Students matriculated in DAPS take a free elective.

^GFulfills Global Awareness requirement.

Minimum credits required for graduation – 120.

MANAGEMENT: FASHION MERCHANDISING CONCENTRATION
Bachelor of Science in Management Degree (Day)

The Fashion Merchandising concentration of the Bachelor of Science in Management degree provides students with a comprehensive knowledge of the background, methods, and requirements of merchandising and promoting fashion. The fundamentals of fashion development, fashion presentations, and trend analyses are combined with advanced courses in marketing, consumer behavior, finance, international business, and electronic commerce to prepare the student for careers in fashion buying, fashion retail management, product research and development, styling for the media, promotion, public relations, and event planning.

Credit Hours		
First Year	Fall	Spring
CM105 Public Speaking		3
CS101 Computer Concepts and Applications		3
EC101 Macroeconomics	3	
EN101 English I	3	
EN102 English II		3
FM102 Fashion Merchandising	3	
FM105 History of Fashion	3	
FM106 Visual Merchandising		3
IS105 Common Experience ¹		3
MA107/117 College Algebra/Finite Math*		3
Total Credits	15	15
Second Year		
AC121 Financial Accounting	3	
AC122 Managerial Accounting		3
FM209 Retail Buying		3
FM220 Retail Management	3	
FM225 Textile Science	3	
LA204 Business Law	3	
MA121 Basic Statistics		3
MG202 Human Resource Management		3
PS101 Introduction to Psychology		3
Free Elective	3	
Total Credits	15	15

Program Requirements

Third Year		Fall	Spring
CS245	Management Applications and Information Systems	3	
FI201	Principles of Business Finance	3	
FM301	Fashion Advertising and Sales Promotion		3
FM315	Global Retail Markets ^G	3	
IS210	Professional Development for Internship ^Q		1
MG304	Leadership and Ethics		3
MG321	Organizational Behavior	3	
PS315	Social Psychology		3
	Science Elective		3/4
	Social Sciences Elective	3	
	Free Elective		3
	Total Credits	15	16/17
Fourth Year			
FM310	Special Topics in Fashion		3
MG390	Management Internship [⌘]	3	
MG435	Operations Management	3	
MG441	Business Policy and Strategic Management		3
MG450	Senior Project [⌘]		3
	English Elective		3
	Social Sciences Elective	3	
	Fine Arts Elective	3	
	Free Electives	3	3
	Total Credits	15	15

* MA191 or MA192 may be substituted.

^Q Not required for Division of Accelerated and Professional Studies students.

[⌘] Fashion Merchandising focus.

¹IS105 is required of Day students. Students matriculated in DAPS take a free elective.

^GFulfills Global Awareness requirement.

Minimum credits required for graduation – 120.

MANAGEMENT: HEALTH CARE MANAGEMENT CONCENTRATION
Bachelor of Science in Management Degree (Day and DAPS)

The Bachelor of Science in Management degree, with a concentration in Health Care Management, develops solid functional management knowledge and skills combined with a broad overview of issues and challenges specific to the complex field of health care delivery. Emphasis of instruction will be on developing the managerial skills required to work in today's regulated, complex health care field. Graduates will have a solid foundation of knowledge in legal issues, marketing, financial accounting, health care reimbursement systems, and performance-improvement methods required to meet the challenges of increasing quality while decreasing cost in health care delivery. Completing the program will prepare graduates for marketing, supervisory or middle management positions in hospitals, managed care organizations, community health centers, physical group practices, pharmaceutical companies and other types of facilities, or to advance to a graduate program of study.

Credit Hours		
First Year	Fall	Spring
CM105 Public Speaking		3
CS101 Computer Concepts and Applications	3	
EC101 Macroeconomics	3	
EC102 Microeconomics		3
EN101 English I	3	
EN102 English II		3
IS105 Common Experience ¹	3	
MA107/117 College Algebra/Finite Math*		3
PS101 Introduction to Psychology	3	
Humanities Elective		3
Total Credits	15	15
Second Year		
AC121 Financial Accounting	3	
AC122 Managerial Accounting		3
CS245 Management Application and Information Systems	3	
LA204 Business Law	3	
MA121 Basic Statistics		3
MG201 Principles of Management	3	
MG202 Human Resource Management		3
MK201 Principles of Marketing		3
SC101 Anatomy and Physiology I ²	4	
SC102 Anatomy and Physiology II ²		4
Total Credits	16	16

Program Requirements

Third Year		Fall	Spring
FI201	Principles of Business Finance	3	
IS210	Professional Development for Internship*		1
HM300	Health Care Delivery Systems	3	
HM310	Health Care Law and Government Regulations		3
MG304	Leadership and Ethics		3
MG315	International Management ^G		3
MG321	Organizational Behavior	3	
PS315	Social Psychology	3	
	Free Electives	3	6
	Total Credits	15	16
Fourth Year			
HM410	Topics in Health Care		3
MG303	Managerial Communications	3	
MG390	Management Internship*	3	
MG435	Operations Management	3	
MG441	Business Policy and Strategic Management		3
	English Elective		3
	Social Science Elective		3
	Free Electives	6	3
	Total Credits	15	15

* MA191 or MA192 may be substituted.

^Q SC130 (Essentials of Anatomy & Physiology) and SC129 (Human Biology) may be substituted for SC101 and SC102.

* Not required for Division of Accelerated and Professional Studies students.

✧ Health Care focus.

¹IS105 is required of Day students. Students matriculated in DAPS take a free elective.

^GFulfills Global Awareness requirement.

Minimum credits required for graduation – 122.

MANAGEMENT: HEALTH INFORMATION MANAGEMENT CONCENTRATION
Bachelor of Science in Management Degree (DAPS)

The first two years of this program are comprised of the Associate in Science in Health Information Technology. Students who completed their associate degree in HIT at Fisher College or another institution are eligible to apply to this program. Program requirements must be completed within five years to be eligible to take the RHIA exam (upon program accreditation).

		Credit Hours
Third Year		
AC121	Financial Accounting	3
EC101	Macroeconomics	3
EC102	Microeconomics	3
HM310	Healthcare Law and Government Relations	3
HM320	Health Data Structure, Content, and Standards	3
HM325	Health Information Communication Technology	3
HM330	Health Information Systems	3
HM350	Classification and Reimbursement Methodologies	3
MG202	Human Resource Management	3
	Humanities Elective	3
	Total Credits	30
Fourth Year		
AC122	Managerial Accounting	3
CS400	Project Management	3
HM425	Quality Management and Performance Improvement in Healthcare	3
HM430	Strategic Planning and Organizational Management in Healthcare	3
HM440	Healthcare Statistics	3
HM435	Senior Professional Practice	3
MG303	Managerial Communications	3
MG322	Leadership Development	3
PS315	Social Psychology	3
	Global Awareness Elective*	3
	Total Credits	30

* Must choose from a Global Awareness (G) designated course.

Students in this degree program must earn a C or higher in all courses taken for the degree.

An RHIA preparation class is provided for all program graduates.

Minimum credits required for graduation – 128.

MANAGEMENT: HOSPITALITY CONCENTRATION
Bachelor of Science in Management Degree (Day)

The Hospitality concentration of the Bachelor of Science in Management prepares students for industry employment through a career-oriented curriculum. This program is designed to familiarize students with the hotel/travel industry and is dedicated to helping students develop their research, communication, decision-making, interpersonal, critical, and analytical thinking skills.

		Credit Hours	
First Year		Fall	Spring
CM105	Public Speaking		3
EC101	Macroeconomics	3	
EN101	English I	3	
EN102	English II		3
IS105	Common Experience ¹	3	
MA107/117	College Algebra/Finite Math*	3	
TH101	Introduction to Hospitality and Tourism	3	
TH106	Event and Convention Planning		3
TH107	Introduction to World Destinations ^G		3
	Free Elective		3
	Total Credits	15	15
Second Year			
AC121	Financial Accounting	3	
AC122	Managerial Accounting		3
CS101	Computer Concepts and Applications	3	
MA121	Basic Statistics		3
MG201	Principles of Management	3	
MG303	Managerial Communications		3
PS101	Introduction to Psychology	3	
TH201	Hospitality Sales and Marketing		3
TH225	Hotel and Lodging Management	3	
	Free Elective		3
	Total Credits	15	15

Program Requirements

Third Year		Fall	Spring
CS245	Management Application and Information Systems	3	
FI201	Principles of Business Finance		3
IS210	Professional Development for Internship ^Q		1
LA305	Understanding Hospitality Law	3	
MG315	International Management ^G		3
MG321	Organizational Behavior	3	
PS315	Social Psychology	3	
	Hospitality Elective ²		3
	Science Elective	3/4	
	Social Science Elective		3
	Free Elective		3
	Total Credits	15/16	16
Fourth Year			
MG304	Leadership and Ethics	3	
MG390	Management Internship [⌘]	3	
MG435	Operations Management	3	
MG441	Business Policy and Strategic Management		3
TH410	Contemporary Issues in Hospitality		3
	English Elective		3
	Free Electives		6
	Humanities Elective	3	
	Social Science Elective	3	
	Total Credits	15	15

* MA191 or MA192 may be substituted.

^Q Not required for Division of Accelerated and Professional Studies Students.

[⌘] Hospitality focus.

¹IS105 is required of Day students. Students matriculated in DAPS take a free elective.

²Choose from TH300, TH305, or TH350.

^GFulfills Global Awareness requirement.

Minimum credits required for graduation – 120.

MANAGEMENT: HUMAN RESOURCE MANAGEMENT CONCENTRATION
Bachelor of Science in Management Degree (Day and DAPS)

The Bachelor of Science in Management degree, with a concentration in Human Resource Management provides students with knowledge of the issues, topics, methods, and requirements they will encounter in the field of human resource management. The fundamentals of management, psychology, ethics, and organization behavior are combined with advanced courses in employment law and labor relations. An internship or senior project will prepare students for careers in the growing field of Human Resource Management.

		Credit Hours	
First Year		Fall	Spring
CM105	Public Speaking		3
CS101	Computer Concepts and Applications	3	
CS245	Management Application and Information Systems		3
EC101	Macroeconomics	3	
EC102	Microeconomics		3
EN101	English I	3	
EN102	English II		3
IS105	Common Experience ¹	3	
MA107/117	College Algebra/ Finite Math*	3	
PS101	Introduction to Psychology		3
	Total Credits	15	15
Second Year			
AC121	Financial Accounting	3	
AC122	Managerial Accounting		3
LA204	Business Law	3	
MA121	Basic Statistics		3
MG201	Principles of Management	3	
MG202	Human Resource Management		3
MK201	Principles of Marketing		3
	Science Elective	3/4	
	Social Science Elective		3
	Free Elective	3	
	Total Credits	15 /16	15

Program Requirements

Third Year		Fall	Spring
FI201	Principles of Business Finance		3
IS210	Professional Development for Internship ^Q		1
MG303	Managerial Communications	3	
MG304	Leadership and Ethics		3
MG315	International Management ^G		3
MG321	Organizational Behavior	3	
PS315	Social Psychology	3	
	Humanities Elective		3
	Free Elective	3	3
	Concentration Elective [*]	3	
	Total Credits	15	16
Fourth Year			
LA401	Employment Law and Labor Relations	3	
MG390	Management Internship [❖]	3	
MG410	Contemporary Issues in HR Management		3
MG435	Operations Management	3	
MG441	Business Policy and Strategic Management		3
	English Elective		3
	Concentration Elective [*]	3	
	Free Electives	3	6
	Total Credits	15	15

*

MA191 or MA192 may be substituted.

^Q Not required for Division of Accelerated and Professional Studies students.

^{*} CM100, CM300, CM415, MG322, MG350, PS420, SO121, SO131, or SO315.

[❖] Human Resource focus.

¹IS105 is required of Day students. Students matriculated in DAPS take a free elective.

^GFulfills Global Awareness requirement.

Minimum credits required for graduation – 120.

MANAGEMENT: LEADERSHIP CONCENTRATION
Bachelor of Science in Management Degree (Day and DAPS)

The Bachelor of Science in Management degree, with a concentration in Leadership provides students with a comprehensive analysis of leadership principles and theory. Students will assess and develop their own leadership skills and learn to recognize the elements of successful leadership from both a modern and historical perspective. Leadership is a critical element in the successful operation of all public and private sector organizations and yet is often seen as lacking. Thoughtful study in this area can help to guide future managers and leaders to effectively and ethically take on these roles. Students will gain a core understanding of the requirements for ethical leadership, which will guide them as their careers progress and they continue to take on more responsible leadership roles.

		Credit Hours	
First Year		Fall	Spring
CM105	Public Speaking		3
CS101	Computer Concepts and Applications	3	
CS245	Management Application and Information Systems		3
EC101	Macroeconomics	3	
EC102	Microeconomics		3
EN101	English I	3	
EN102	English II		3
IS105	Common Experience ¹	3	
MA107/117	College Algebra/Finite Math*	3	
PS101	Introduction to Psychology		3
Total Credits		15	15
Second Year			
AC121	Financial Accounting	3	
AC122	Managerial Accounting		3
LA204	Business Law	3	
MA121	Basic Statistics		3
MG201	Principles of Management	3	
MG202	Human Resource Management		3
MK201	Principles of Marketing		3
	Science Elective	3/4	
	Social Sciences Elective		3
	Free Elective	3	
Total Credits		15/16	15

Program Requirements

Third Year		Fall	Spring
FI201	Principles of Business Finance		3
IS210	Professional Development for Internship ^Q		1
MG304	Leadership and Ethics	3	
MG315	International Management ^G		3
MG321	Organizational Behavior	3	
MG322	Leadership Development		3
PS315	Social Psychology	3	
	Humanities Elective		3
	Free Electives	6	3
	Total Credits	15	16
Fourth Year			
LA401	Employment Law and Labor Relations	3	
MG303	Managerial Communications	3	
MG390	Management Internship [®]	3	
MG425	Topics in Leadership		3
MG435	Operations Management	3	
MG441	Business Policy and Strategic Management		3
	English Elective		3
	Concentration Elective [❖]	3	
	Free Electives		6
	Total Credits	15	15

* MA191 or MA192 may be substituted.

^Q Not required for Division of Accelerated and Professional Studies students.

[®] Leadership focus.

[❖] CM100, CM300, CM415, MG350, PS420, SO121, SO131, or SO315.

¹ IS105 is required of Day students. Students matriculated in DAPS take a free elective.

^G Fulfills Global Awareness requirement.

Minimum credits required for graduation – 120.

MANAGEMENT: MARKETING CONCENTRATION
Bachelor of Science in Management Degree (Day and DAPS)

The Bachelor of Science in Management degree, with a concentration in Marketing, is designed to further familiarize students with the theoretical concepts, skills, and tools necessary to successfully enter this career path. Students learn to assess consumer behavior, review advertising principles, employ market research, and develop ways to position products and services.

		Credit Hours	
First Year		Fall	Spring
CM105	Public Speaking		3
CS101	Computer Concepts and Applications	3	
EC101	Macroeconomics	3	
EC102	Microeconomics		3
EN101	English I	3	
EN102	English II		3
IS105	Common Experience ¹	3	
MA107/117	College Algebra/Finite Math*	3	
PS101	Introduction to Psychology		3
	Humanities Elective		3
	Total Credits	15	15
Second Year			
AC121	Financial Accounting	3	
AC122	Managerial Accounting		3
CS245	Management Application and Information Systems	3	
LA204	Business Law	3	
MA121	Basic Statistics		3
MG201	Principles of Management	3	
FI201	Principles of Business Finance		3
MK201	Principles of Marketing		3
	Science Elective	3/4	
	Social Science Elective		3
	Total Credits	15/16	15

Program Requirements

Third Year		Fall	Spring
MK220	Consumer Behavior	3	
IS210	Professional Development for Internship ^o		1
MG304	Leadership and Ethics		3
MG315	International Management ^G		3
MG321	Organizational Behavior	3	
MK301	Marketing Research and Analysis	3	
MK302	Brand Strategy		3
MK310	Integrated Marketing Communications		3
PS315	Social Psychology	3	
	Free Electives	3	3
	Total Credits	15	16
Fourth Year			
MG303	Managerial Communications	3	
MG390	Management Internship ^{**}	3	
MG435	Operations Management	3	
MG441	Business Policy and Strategic Management		3
MG450	Senior Project ^{**}		3
MK440	Marketing Management		3
	English Elective		3
	Marketing Elective [❖]	3	
	Free Electives	3	3
	Total Credits	15	15

* MA191 or MA192 may be substituted.

^o Not required for Division of Accelerated and Professional Studies students.

^{**} Marketing focus.

[❖] Choose any MK course or CM215, CM225, CM316, CM325, MG350.

¹IS105 is required of Day students. Students matriculated in DAPS take a free elective.

^GFulfills Global Awareness requirement.

Minimum credits required for graduation – 121.

MANAGEMENT: SPORTS MANAGEMENT CONCENTRATION
Bachelor of Science in Management Degree (Day)

The Bachelor of Science degree in Management, with a concentration in Sports Management, provides students with broad knowledge and skills in business and management, along with specialized education in the area of sports management. This includes the introduction to practices and procedures associated with sports administration, management, and marketing. Students will gain an understanding of the psychology of sports and its role in our society. Course work will cover event and facilities management as well as the ethical issues surrounding sports management and marketing. This degree prepares students for careers in a variety of sports or sports-related organizations.

Credit Hours		
First Year		
CM105	Public Speaking	3
CS101	Computer Concepts and Applications	3
CS245	Management Application and Information Systems	3
EC101	Macroeconomics	3
EC102	Microeconomics	3
EN101	English I	3
EN102	English II	3
IS105	Common Experience ¹	3
MA107/117	College Algebra/Finite Math*	3
PS101	Introduction to Psychology	3
Total Credits		15
Second Year		
AC121	Financial Accounting	3
AC122	Managerial Accounting	3
LA204	Business Law	3
MA121	Basic Statistics	3
MG202	Human Resource Management	3
MG220	Introduction to Sports Management	3
PS203	Psychology of Sports	3
SO210	Sports and Media	3
	Science Elective	3/4
	Program Elective ²	3
Total Credits		15/16

Program Requirements

Third Year		Fall	Spring
FI201	Principles of Business Finance	3	
IS210	Professional Development for Internship [⌘]		1
MG315	International Management [Ⓒ]		3
MG320	Principles of Ethics and Leadership in Sports Management		3
MG321	Organizational Behavior	3	
MK301	Market Research and Analysis		3
MK340	Sports Marketing, Media, and Public Relations	3	
PS315	Social Psychology	3	
	Humanities Elective		3
	Free Electives	3	3
	Total Credits	15	16
Fourth Year			
MG303	Managerial Communications	3	
MG390	Management Internship [⌘]	3	
MG415	Sport Facility and Event Management		3
MG435	Operations Management	3	
MG441	Business Policy and Strategic Management		3
MK302	Brand Strategy		3
	English Elective		3
	Free Electives	6	3
	Total Credits	15	15

* MA191 or MA192 may be substituted.

[Ⓐ] Any AC, CS, FI, MG, MK, or TH course or CM100, CM201, CM215, CM300, CM316, CM325, or CM415.

[⌘] Not required for Division of Accelerated and Professional Studies students.

⌘ Sports Management focus.

¹IS105 is required of Day students. Students matriculated in DAPS take a free elective.

[Ⓒ]Fulfills Global Awareness requirement.

Minimum credits required for graduation – 120.

NURSING

Registered Nurse to Bachelor of Science Degree (Brockton DAPS)

The RN to BSN Program is developed to recognize the RN’s existing knowledge and skills while simultaneously providing a foundation for new knowledge in informatics and information literacy, healthcare economics, research, population-based practice, and leadership. With this foundation, graduates will be ready to contribute to improved clinical practice outcomes, new care-delivery methodologies, and/or further study in graduate school. This program is a member of the American Association of Colleges of Nursing and is in the accreditation process. *Incoming Students must actively be working in the role of an RN.*

		Credit Hours
EC360	Healthcare Economics and Policy	3
FL110	Spanish for Healthcare Professionals	3
MA221	Statistical Data Analysis	3
NU300	Concepts of Professional Nursing Practice	3
NU310	Nursing Informatics	3
NU320	Physical Assessment and Health Promotion Across the Lifespan	3
NU335	Pathophysiology and Applied Pharmacology	5
NU340	Nursing Research for Evidence-Based Practice	3
NU420	Seminar in Nursing Leadership	3
NU440	Population Health in the Community	6
NU450	RN to BSN Capstone	6
SC213	Microbiology	4
SO121	Social Justice, Race, and Gender Issues in American Society	3
SO300	Introduction to Gerontology	3
	Social Science Elective	3
	Prerequisite Coursework (36 license and 36 general education)	72
	Total Credits	122

* MA191 or MA192 may be substituted.

Minimum credits required for graduation – 122.

BUSINESS ADMINISTRATION
Associate in Science Degree (Day and DAPS)

This two-year program combines a foundation in general management theory with skill development in human resources, management, and accounting. Upon attainment of the Associate Degree in Business Administration, the student will be ready to enter the Bachelor of Science in Management program at Fisher College, transfer to another baccalaureate institution, or begin a career.

Credit Hours		
	Fall	Spring
First Year		
CM105 Public Speaking		3
CS101 Computer Concepts and Applications	3	
CS245 Management Application and Information Systems		3
EC101 Macroeconomics	3	
EC102 Microeconomics		3
EN101 English I	3	
EN102 English II		3
IS105 Common Experience ¹	3	
MA106 Elementary Algebra*	3	
PS101 Introduction to Psychology		3
Total Credits	15	15
Second Year		
AC121 Financial Accounting	3	
AC122 Managerial Accounting		3
LA204 Business Law	3	
MA121 Basic Statistics		3
MG201 Principles of Management	3	
MG202 Human Resource Management		3
MK201 Principles of Marketing		3
Humanities Elective		3
Math/Sceince Elective	3/4	
Free Elective	3	
Total Credits	15/16	15

* MA107, MA117, MA191, or MA192 may be substituted.

¹IS105 is required of Day students. Students matriculated in DAPS take a free elective.

Minimum credits required for graduation – 60.

CRIMINAL JUSTICE
Associate in Science Degree (Day & DAPS)

Graduates receive a broad academic foundation for entry-level careers in law enforcement, corrections, and juvenile justice in either the public or private sector. Because these careers require working closely with a diverse public and experiencing a variety of social difficulties, the curriculum combines professional courses with appropriate social and behavioral science courses. This program is not Quinn Bill approved.

		Credit Hours	
First Year		Fall	Spring
CJ101	Introduction to Criminal Justice	3	
CM105	Public Speaking		3
CS101	Computer Concepts and Applications	3	
EN101	English I	3	
EN102	English II		3
IS105	Common Experience ¹	3	
LA107	Criminal Law		3
MA106	Elementary Algebra*	3	
SO101	Introduction to Sociology		3
SO105	Introduction to Criminology		3
	Total Credits	15	15
Second Year			
CJ190	Criminal Justice Internship or Free Elective		3
CJ201	Corrections in America		3
CJ210	Law Enforcement	3	
CJ215	Principles of Investigations	3	
CJ225	Criminal Court Process		3
CJ240	Deviance and Social Control	3	
PS101	Introduction to Psychology	3	
	Humanities Elective		3
	Math/Science Elective		3/4
	Free Elective	3	
	Total Credits	15	15/16

* MA107, MA117, MA191, or MA192 may be substituted.

¹IS105 is required of Day students. Students matriculated in DAPS take a free elective.

Minimum credits required for graduation – 60.

EARLY CHILDHOOD EDUCATION
Associate in Arts Degree (Day and DAPS)

This program offers excellent preparation for a career in any child-care profession through a program with a broad base of theoretical and practical knowledge. Courses in this program follow the development of the child from birth through the preschool years. The intellectual, emotional, social, and physical development of the child is explored, as are the needs experienced by children as they progress through these ages.

This degree program is comprised of courses and practicum experiences that provide not only a solid academic background for the student but also a thorough preparation for a career as a child care professional. Our program satisfies course requirements for teacher licensure by the Massachusetts Department of Early Education and competencies for the National Child Development Associate Certificate. Students entering the Early Childhood Education Program are required, by the Massachusetts Department of Early Education and Care, to pass the CORI, SORI, and finger print screening before beginning their practicums.

		Credit Hours	
First Year		Fall	Spring
CS101	Computer Concepts and Applications		3
ED103	Introduction to Early Childhood Education	3	
ED116	Health, Safety, and Nutrition for Young Children		3
ED120	Infant/Toddler Curricula	3	
ED121	Preschool Curricula		3
ED104	Early Childhood Education Practicum Seminar*		1
EN101	English I	3	
EN102	English II		3
IS105	Common Experience ¹	3	
MA106	Elementary Algebra ²	3	
PS103	Child Development		3
Total Credits		15	16

Program Requirements

Second Year		Fall	Spring
CM105	Public Speaking	3	
ED200	Infant/Toddler Practicum*	4	
ED201	Preschool Practicum*		4
ED204	Strategies for Children's Behavior	3	
ED205	Children with Special Needs		3
ED223	Administering Programs for Children		3
PS101	Introduction to Psychology	3	
	Humanities Electives		3
	Math/Science Elective		3/4
	Free Elective	3	
Total Credits		16	16/17

* Required only for Day Division students.

⌚ MA107, MA117, MA191, or MA192 may be substituted.

* Students may take ED200 and ED201 in any sequence; DAPS students may take ED209 Early Childhood Advanced Internship as a substitute for either course; Day Division students must get permission from their Program Director.

⌚ IS105 is required of Day students. Students matriculated in DAPS take a free elective.

Minimum credits required for graduation – 63.

EARLY CHILDHOOD EDUCATION: DIRECTOR CONCENTRATION
Associate in Arts Degree (Day and DAPS)

This program offers excellent preparation for a career in any child-care profession through a program with a broad base of theoretical and practical knowledge. Courses in this program follow the development of the child from birth through the preschool years. The intellectual, emotional, social, and physical development of the child is explored, as are the needs experienced by children as they progress through these ages.

This degree program is comprised of courses and practicum experiences that provide not only a solid academic background for the student, but also a thorough preparation for a career as a child care professional. Our program satisfies course requirements for teacher licensure by the Massachusetts Department of Early Education and competencies for the National Child Development Associate Certificate. Students entering the Early Childhood Education Program are required, by the Massachusetts Department of Early Education and Care, to pass the CORI, SORI, and finger print screening before beginning their practicums.

		Credit Hours	
First Year		Fall	Spring
CS101	Computer Concepts and Applications		3
ED103	Introduction to Early Childhood Education	3	
ED116	Health, Safety, and Nutrition for Young Children		3
ED120	Infant/Toddler Curricula	3	
ED121	Preschool Curricula		3
ED104	Early Childhood Education Practicum Seminar*		1
EN101	English I	3	
EN102	English II		3
IS105	Common Experience ¹	3	
MA106	Elementary Algebra*	3	
PS103	Child Development		3
Total Credits		15	16

Program Requirements

Second Year		Fall	Spring
CM105	Public Speaking	3	
ED200	Infant/Toddler Practicum [Ⓐ]	4	
ED201	Preschool Practicum [Ⓐ]		4
ED204	Strategies for Children's Behavior	3	
ED205	Children with Special Needs		3
PS101	Introduction to Psychology	3	
ED223	Administering Programs for Children		3
ED224	Supervision and Personnel Management in Programs for Children		3
	Humanities Electives	3	
	Math/Science Elective		3/4
Total Credits		16	16/17

* MA107, MA117, MA191, or MA192 may be substituted.

[Ⓐ] Students may take ED200 and ED201 in any sequence; DAPS students may take ED209 Early Childhood Advanced Internship as a substitute for either course; Day Division students must get permission from their Program Director.

¹IS105 is required of Day students. Students matriculated in DAPS take a free elective.

Minimum credits required for graduation – 65.

FASHION MERCHANDISING
Associate in Science Degree (Day)

This program is a leader in Fashion Merchandising education and provides the student with a broad background in the fashion merchandising and retail management sectors. Upon completion of the program, students will have the knowledge and skills necessary to enter the exciting fashion industry.

		Credit Hours	
First Year		Fall	Spring
CM105	Public Speaking		3
EC101	Macroeconomics	3	
EN101	English I	3	
EN102	English II		3
FM102	Fashion Merchandising	3	
FM105	History of Fashion	3	
FM106	Visual Merchandising		3
IS105	Common Experience ¹	3	
MA106	Elementary Algebra*		3
	Social Sciences Elective		3
	Total Credits	15	15
Second Year			
CS101	Computer Concepts and Applications	3	
FM225	Textile Science	3	
FM220	Retail Management	3	
FM209	Retail Buying		3
MG202	Human Resource Management		3
	Math/Science Elective		3
	Fine Arts Elective	3	
	Free Electives/FM Program Elective ²	3	6
	Total Credits	15	16

* MA107, MA117, MA191, or MA192 may be substituted.

² FM200 Fashion Internship, FM208 Fashion Coordination, FM315 Global Retail Markets, or FM310 Special Topics in Fashion.

¹IS105 is required of Day students. Students matriculated in DAPS take a free elective.

Minimum credits required for graduation – 60.

GENERAL STUDIES
Associate in Science Degree (Day and DAPS)

The Associate in Science in General Studies program is for students whose career, transfer, or personal needs are not met by other programs of study at the College. While fulfilling the general education core required of all graduates, this program, through its elective choices, allows maximum flexibility for students to discover and pursue career, transfer, and personal goals. In completing the College’s core curriculum, students in this program will acquire general background in communications, social sciences, humanities, and mathematics/science. Working with academic advisors, the General Studies students will determine a program of liberal arts and non-liberal arts courses that meets individual interests and aptitudes as well as attends to career and transfer potential. Graduates receive the degree of Associate in Science in General Studies.

	Credit Hours
CS101 Computer Concepts and Applications	3
EN101 English I	3
EN102 English II	3
IS105 Common Experience ¹	3
MA106 Elementary Algebra*	3
Humanities Electives	6
Liberal Arts Elective ²	3
Math/Science Elective	3/4
Social Sciences Electives	6
Free Electives	27
Total Credits	60/61

* MA107, MA117, MA191, or MA192 may be substituted.

² The Liberal Arts courses consist of the Humanities, Social Sciences, Mathematics, and Natural Sciences.

¹IS105 is required of Day students. Students matriculated in DAPS take a free elective.

Minimum credits required for graduation – 60.

HEALTH INFORMATION TECHNOLOGY**Associate in Science Degree (DAPS)**

The Health Information Technology (HIT) program places students where the expanding arena of health care meets the cutting edge of technology. HIT-related job opportunities are excellent, with options to work in hospitals, outpatient clinics, health centers, medical research organizations, consulting firms, long-term care and rehabilitation facilities, insurance companies, software companies, and government health agencies.

Graduates learn to organize, analyze, evaluate, compile, compute and code health data, and receive hands-on training with state-of-the-art software applications. A strong foundation is provided in filing systems and record indexes, storage and retrieval of manual and computerized data, and legal issues governing release of information.

The Fisher College HIT program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Graduates who meet requirements of the accredited program are eligible to take the national qualifying examination for certification as a Registered Health Information Technician (RHIT) through the American Health Information Management Association (AHIMA).

Program requirements must be completed within five years to be eligible to take the RHIT exam.

	Credit Hours
CM105 Public Speaking	3
CS101 Computer Concepts and Applications*	3
EN101 English I	3
EN102 English II	3
HT101 Introduction to Health Information Technology	3
HT102 Health Care Statistics, Data Analysis, and Quality Improvement	3
HT190 Supervised Professional Practice I	3
HT203 Computer Applications in Health Information Management	3
HT211 Basic ICD-9-CM Coding	3
HT212 Basic CPT Coding	3
HT213 Advanced Medical Coding	3
HT231 Management of Health Information Departments	3

Program Requirements

HT251	Health Care Reimbursement Methodologies	3
HT290	Supervised Professional Practice II	3
LA121	Law and Ethics of Health Care	3
MA106	Elementary Algebra [Ⓛ]	3
ME201	Medical Terminology	3
PS101	Introduction to Psychology	3
SC130	Essentials of Anatomy and Physiology	4
SC141	Introduction to the Study of Disease	3
SC220	Essentials of Pharmacology	1
	Humanities Elective	3
	Social Sciences Elective	3
	Total Credits	68

* CS245 may be substituted for CS101 with the approval of the Program Director.

[Ⓛ] MA107, MA117, MA191, or MA192 may be substituted.

Students in this degree program must earn a C or higher in all courses taken for the degree.

An RHIT preparation class is provided for all program graduates.

Minimum credits required for graduation – 71. HIT students may transfer in up to 34 credits.

HEALTH SCIENCES**Associate in Science Degree (Day)**

This program will provide students who are interested in the Health Sciences with a strong curriculum based in the biological sciences, humanities, and social sciences. The curriculum is designed for students whose goal is to transfer to a baccalaureate degree program in nursing or another health science-related program.

		Credit Hours	
		Fall	Spring
First Year			
CS101	Computer Concepts and Applications	3	
EN101	English I	3	
EN102	English II		3
IS105	Common Experience ¹	3	
MA107	College Algebra ²	3	
PS101	Introduction to Psychology		3
SC103	General Biology	4	
SC213	Microbiology		4
	Free Elective		3
	Humanities Elective		3
	Total Credits	16	16
Second Year			
AN101	Cultural Anthropology	3	
MA121	Basic Statistics		3
PS105	Human Development		3
SC101	Anatomy and Physiology I	4	
SC102	Anatomy and Physiology II		4
SC110	Nutrition		3
SC133	Principles of Chemistry I	4	
SC134	Principles of Chemistry II		4
SO101	Introduction to Sociology	3	
	Humanities Elective	3	
	Total Credits	17	17

² MA191 or MA192 may be substituted. MA117 may be taken as an elective course only.

¹ IS105 is required of Day students. Students matriculated in DAPS take a free elective.

Minimum credits required for graduation – 66.

LIBERAL ARTS
Associate in Arts Degree (Day)

The Liberal Arts program provides students with a well-rounded education in preparation for transfer to a baccalaureate program or for some entry-level career positions. The program's curriculum is designed to fulfill the core requirements taken in the first two years of most bachelor's degree programs. The program's electives enable the Liberal Arts student to focus his or her studies in preparation for a baccalaureate or higher degree and for a career. Working with his or her advisor on course selection, the student can focus on a specific discipline, such as art, communication, computer technology, criminal justice, English, psychology, sociology, or women's studies, or can focus on an area of study, such as business, humanities, science, or social science.

		Credit Hours	
First Year		Fall	Spring
EN101	English I	3	
EN102	English II		3
IS105	Common Experience ¹	3	
	History Elective I*	3	
	History Elective II*		3
	Foreign Language ²	3	3
	Math/Science Elective ³	3/4	3/4
	Free Elective		3
Total Credits		15/16	15/16

Second Year

CM105	Public Speaking	3	
CS101	Computer Concepts and Applications	3	
EN201	Intermediate Writing		3
	Humanities Electives	3	3
	Math/Science Elective*	3/4	
	Literature Elective*		3
	Social Sciences Electives	3	3
	Free Elective		3
	Total Credits	15/16	15

* Any course with an HI prefix.

ℓ A minimum of one year of college-level foreign language competency is required but can be waived through demonstrating elementary-level competency in any standard foreign language. If the language requirement is waived, free electives must be substituted.

* At least 3 credits in math, 3 credits in science, and 3 additional credits in math, science, or computer programming are required. MA106, MA107, MA117, MA191, or MA192 will satisfy the minimum college math requirement.

✧ Any EN course, except EN001, EN101, EN102, EN201, or ESL courses.

¹IS105 is required of Day students. Students matriculated in DAPS take a free elective.

Minimum credits required for graduation – 60.

Program Requirements

MEDICAL ASSISTANT

Associate in Science Degree (DAPS-Brockton, New Bedford. & North Attleborough)

The Medical Assistant program prepares students with the administrative and clinical knowledge and skills necessary to assume responsibilities in the modern hospital and medical office. Students participate in an internship during their last year, thus gaining valuable first-hand experience.

		Credit Hours
First Year		
CS101	Computer Concepts and Applications	3
EN101	English I	3
EN102	English II	3
MA106	Elementary Algebra*	3
ME102	Administrative Procedures for the Medical Office	3
ME205	Clinical Assisting I	3
PS101	Introduction to Psychology	3
SC101	Anatomy and Physiology I	4
SC102	Anatomy and Physiology II	4
	Social Science Elective	3
	Total Credits	32
Second Year		
CM105	Public Speaking	3
LA121	Law and Ethics of Health Care	3
ME190	Medical Assistant Internship	4
ME201	Medical Terminology	3
ME206	Clinical Assisting II	3
ME213	Medical Insurance Billing	3
ME225	Medical Record Transcription	3
SC141	Introduction to the Study of Disease	3
SC221	Introduction to Pharmacology	3
	Humanities Elective	3
	Total Credits	31

* MA107, MA117, MA121, MA191, or MA192 may be substituted.

Minimum credits required for graduation – 62.

PSYCHOLOGY
Associate in Arts Degree (Day and DAPS)

The Associate in Arts degree in Psychology provides the student with a solid background for pursuit of a baccalaureate degree in psychology. Core psychology courses, psychology electives, and a statistics course prepare the student to enter the upper-level baccalaureate courses. This degree also provides an adequate base for the student entering other majors, particularly in the social sciences.

		Credit Hours	
First Year		Fall	Spring
CS101	Computer Concepts and Applications		3
EN101	English I	3	
EN102	English II		3
IS105	Common Experience ¹	3	
MA106	Elementary Algebra*	3	
PS101	Introduction to Psychology	3	
PS102	Psychology of Personality		3
PS105	Human Development		3
	Humanities Elective	3	3
	Total Credits	15	15
Second Year			
EN201	Intermediate Writing	3	
PS208	Abnormal Psychology		3
PS210	Statistics of Psychology	3	
PS211	Research Method		3
PS212	Psychology of Learning		3
	Free Elective		3
	Humanities Elective	3	
	Literature Elective ²		3
	Math/Science Elective ³	3/4	
	Social Science Electives	3	
	Total Credits	15/16	15

* MA107, MA117, MA121, MA191, or MA192 may be substituted.

² Any EN course except EN001, EN101, EN102, EN201, or ESL courses.

³ At least 3 credits in math or science. A science course with a lab is recommended if considering a bachelor degree in Psychology.

¹ IS105 is required of Day students. Students matriculated in DAPS take a free elective.

Program Requirements

MEDICAL ASSISTANT
Certificate Program (DAPS-Brockton, New Bedford, & North Attleborough)

This certificate program provides a strong foundation in the career of medical assisting, preparing students with the administrative and clinical knowledge and skills necessary to assume responsibilities in the medical profession.

		Credit Hours
CS101	Computer Concepts and Applications	3
EN101	English I	3
ME102	Administrative Procedures for the Medical Office	3
ME190	Medical Assistant Internship	4
ME201	Medical Terminology	3
ME205	Clinical Assisting I	3
ME206	Clinical Assisting II	3
ME213	Medical Insurance Billing	3
SC101	Anatomy and Physiology I	4
SC102	Anatomy and Physiology II	4
SC221	Introduction to Pharmacology	3
Total Credits		36

Minimum credits required for graduation – 36.

MEDICAL CODING
Certificate Program (DAPS)

The Medical Coding certificate program prepares students for challenging coding positions in hospitals, clinics, ambulatory surgery centers, insurance companies, and other settings within which diagnostic and procedural data are coded in ICD-10-CM and CPT for reimbursement research and administrative purposes. Credits in this program are fully applicable to the Associate in Science degree in Health Information Technology program.

		Credit Hours
CS101	Computer Concepts and Applications	3
EN101	English I	3
HT101	Introduction to Health Information Technology	3
HT208	Coding and Classification Systems I	3
HT210	Coding and Classification Systems II	3
HT212	Coding and Classification Systems III	3
HT214	Coding and Classification Systems IV	3
HT251	Health Care Reimbursement Methodologies	3
HT282	Medical Coding Professional Practice	2
ME201	Medical Terminology	3
SC130	Essentials of Anatomy and Physiology	4
SC141	Introduction to the Study of Disease	3
SC220/221	Essentials of Pharmacology/ Introduction to Pharmacology	1/3
Total Credits		37

Minimum credits required for graduation – 37.

Minors

Minors allow a student to gain knowledge and experience in a field outside of his or her major. This can be done to complement his or her major by choosing a minor in a related but separate field that expands his or her specialization or it can be used to explore an unrelated area of interest. Minors are available to bachelor degree seeking students. A minor will consist of 15-18 credits. In addition, courses taken to fulfill general education requirements in social science, math, computer science, or humanities may also be used to fulfill minor requirements.

15-credit minor: A maximum of two courses required for a major can be used toward the minor.

18-credit minor: A maximum of three courses required for a major can be used toward the minor.

The following minors and their requirements are offered at Fisher College:

Communication and Media Studies Minor

CM105 Public Speaking

One CM Course at the 200-level

Three CM courses at the 300- or 400-level

Computer Information Systems Minor

CS101 Computer Concepts and Applications OR Proficiency Exam
Passing Score

CS234 Website Programming and Development

One CS course at the 200-level

Three CS courses at the 300- or 400-level

Computer Forensics Minor

CJ330 Cybercrime

CJ314 Crime Mapping and Analysis

CS210 Database Design and Management

CS233 System and Network Fundamentals

CS430 Special Topics in Computer Forensics

SO105 Introduction to Criminology

Criminal Justice Minor

CJ101/SO105 Introduction to Criminal Justice/Criminology

One CJ course at the 200-level

Three CJ courses at the 300- or 400-level

English Minor

EN201 Intermediate Writing

Three EN courses at the 300- or 400-level

One EN elective at any level (EN101 and EN102 may not be used to fulfill this requirement)

Hospitality Minor

TH101 Introduction to Hospitality and Tourism

TH225 Hotel and Lodging Management

LA305 Understanding Hospitality Law

Choose one of the following:

TH300 Food and Beverage Management

TH305 Housekeeping Operations

TH350 Front Office Operations

TH410 Contemporary Issues in Hospitality

Human Resources Management Minor

LA204 Business Law

MG202 Human Resources Management

MG321 Organizational Behavior

LA401 Employment Law and Labor Relations

MG410 Contemporary Issues in Human Resources

PS315 Social Psychology

Leadership Minor

MG201 Principles of Management

MG304 Leadership and Ethics

MG322 Leadership Development

MG425 Topics in Leadership

PS315 Social Psychology

Management Minor

MG201 Principles of Management

AC121 Financial Accounting

MG321 Organizational Behavior

MG435 Operations Management

MG441 Business Policy and Strategic Management

Marketing Minor

MK201 Principles of Marketing

CM215/225 Introduction to Advertising/Introduction to Public Relations

Three MK Courses at the 300- or 400-level

Minors

Psychology Minor

PS101 Introduction to Psychology

Choose one of the following:

PS133 Psychology of Women

SO121 Social Justice, Race, and Gender

SO131 Sociology of Gender

PS208 Abnormal Psychology

PS322/325 Cognitive Psychology/Physiological Basis of Behavior

PS315 Social Psychology

One PS course at the 300- or 400-level

Course Descriptions

Not all courses are available in both divisions or at all locations.

ACCOUNTING

AC121 Financial Accounting (3 credits)

Prerequisite: MA003 with a grade of C- or better, or higher math placement.

This course is an introduction to accounting with an emphasis on preparing financial statements such as the balance sheet, income statement, and the statement of retained earnings. The course will focus on the conceptual framework involved in processing accounting transactions, applying accrual and adjusting entries, processing end-of-period accounting entries, and an introduction to financial statement analysis. Other topics are included in the course: accounting for merchandise operations, inventories, long-term assets, and contributed capital.

AC122 Managerial Accounting (3 credits)

Prerequisites: AC121 and CS101, with C- or better.

This course is a continuation of Financial Accounting (AC121), with primary emphasis on the planning, control, and decision-making functions of management. The course will focus on the purposes and uses of the statement of cash flows, determining the costs of a product through job order and process costing systems, analyzing a product's cost-volume-profit and variable costing to determine its break-even point, preparing a budget, and analyzing variances to evaluate management performance. Capital expenditure decision making will also be discussed and analyzed.

AC201 Intermediate Accounting I (3 credits)

Prerequisite: AC122 with a grade of C or better.

This course examines the conceptual framework for accounting as the theoretical basis for addressing financial statement reporting issues. It constitutes the principal foundation course for accountants. An in-depth analysis of the application of generally accepted accounting principles are reviewed, with emphasis on the preparation of financial statements and their use in the decision-making process. Particular focus will be placed on the nature of assets, their recognition, measurement, and financial statement disclosure.

AC202 Intermediate Accounting II (3 credits)

Prerequisite: AC201 with a grade of C or better.

This course is the second in the Intermediate Accounting sequence. It continues to develop accounting theory, using principles, concepts, and accounting pronouncements to analyze and resolve accounting issues. The nature, recognition, measurement, and disclosure requirements of liabilities will be examined. Additionally, students acquire an understanding of issues unique to corporations and will complete the study of the balance sheet by examining debt and equity issues. Preparation and use of the statement of cash flow will also be considered.

AC203 Computer Based Accounting (3 credits)

Prerequisite/Corequisite: AC121.

This course is designed to provide the student with a knowledge of and appreciation for integrated accounting software used by small businesses. Emphasis is placed on the set-up, maintenance, closing of the books, and the analysis of the financial statements. The course uses problem simulations to ensure the total understanding of the software.

AC204 Income Taxes (3 credits)

Prerequisite/Corequisite: AC121.

This course presents a comprehensive explanation of the federal structure and the accepted practice used in applying tax principles in specific areas as they relate to the preparation of federal income tax returns for individuals.

AC301 Accounting Information Systems (3 credits)

Prerequisite: AC201 with a grade of C or better.

This course examines the role of accounting information systems (AIS) in achieving organizational objectives. The course addresses concepts and applications relating to the design, implementation, and operation of contemporary computer based accounting systems. The role of e-commerce, Internet-based technologies, internal controls, and security issues are examined throughout the course.

AC304 Business Entity Taxation (3 credits)

Prerequisites: AC204 with a grade of C or better, and LA204.

This course is designed to build on the knowledge acquired in AC204. Emphasis will be placed on the federal tax code of the United States, as it relates to corporations, partnerships and limited liability companies. The course will also include an introduction to trusts, estates and gift tax, multinational tax transactions, as well as state and local taxes. Topics will include: the implications of the choice of a business entity as it relates to the taxation of the organization, tax preparation, tax planning, and research.

AC401 Auditing (3 credits)

Prerequisite: AC301 with a grade of C or better.

This course will examine auditing and assurance from economic, informational, and regulatory perspectives. The primary objective of the course is to introduce and develop a broad theoretical understanding of fundamental auditing concepts (including such concepts as assertions, audit risks, materiality, risk assessment, client acceptance, planning, internal control, evidence, reporting, audit quality, etc.). The code of professional conduct, the responsibility of the auditor, and preparation of the auditor's report will also be explored.

ANTHROPOLOGY**AN101 Cultural Anthropology (3 credits) (G)**

This course is designed to introduce the student to the discipline of anthropology and to the concept of culture. While most attention is paid to cultural anthropology, other subfields in the discipline, such as physical anthropology, linguistics, and archeology, are examined.

COMMUNICATION**CM100 Introduction to Human Communication (3 credits)**

This course will focus on the fundamental concepts needed to better understand human communication in everyday life. Students investigate the role communication plays in a variety of contexts, including interpersonal, group, intercultural, organizational, public, media, and computer-mediated communication. The course is designed to improve your skills as a communicator and to enhance your understanding of the human communication process.

CM101 Introduction to Mass Communication (3 credits)

This course surveys the dynamics of mass communication and media in the computer age. All aspects of the media — history, ethics, organization, and career opportunities in print and electronic media are covered through reading and class work. After gaining perspective through reading and class discussion of the nature and history of mass communication, students proceed to class work involving print media — including newspapers, magazines, and book publishing; and electronic/digital media — including radio, sound recording, motion pictures, television, and the Internet/World Wide Web.

CM105 Public Speaking (3 credits)

An introductory course in communication and oral presentation skills; students will explore the theory and process of human communication. Emphasis is placed on oral and written

communication, organization of thoughts and materials, and techniques of public presentation.

CM201 Persuading and Influencing (3 credits)

Prerequisite: EN101.

This course focuses on developing effective arguments. Topics include inductive and deductive reasoning, recognizing errors in reasoning and evaluating evidence, verifying facts and determining assumptions, problem solving, the "motivated sequence" salesmanship, and interviewing techniques.

CM203 Media Writing (3 credits)

Prerequisite: EN101.

This course introduces students to the fundamental skills of information gathering, writing, and copy editing for the mass media. It covers AP and other writing styles that students will eventually be expected to master to gain recognition as competent communicators. This course includes news stories, press releases, web content, and opinion articles.

CM210 Introduction to Journalism (3 credits)

Prerequisite: EN101.

This course introduces the skills and knowledge relevant to the practice of professional journalism. It introduces students to the fundamentals of news writing, explaining the variations in format between writing for print, radio, television, and online publications. It describes basic reporting skills, including research for journalism, interviewing, and text preparation. It outlines the professional function of journalists and describes the range of professional contexts in the journalism industry.

CM215 Introduction to Advertising (3 credits)

Prerequisite: MK201.

This course provides an introduction to the principles and background of the field of advertising. All major forms of media will be studied, including TV, radio, print, and Internet. Target market selection, advertising objectives, message development, and media planning will be explored.

CM220 Introduction to Digital Video Production (3 credits)

Course introduces students to the practices, procedures, and techniques of digital video production and editing. Students will learn camera operations and the fundamentals of shot composition before moving onto the principles and techniques of video editing. Students complete short video projects and gain hands-on experience in all

three phases of program creation: pre-production, production, and post-production. Course available at the Boston campus only.

CM225 Introduction to Public Relations (3 credits)

Prerequisite: MK201.

This course provides an introduction to the concepts and principles of public relations. The strategy and techniques used to develop an effective public relations campaign, including message development and distribution tactics will be explored. Organizational communications including press releases, brochures, websites, and annual reports will be reviewed.

CM230 Introduction to Film Studies (3 credits)

Prerequisite: EN101.

This course is designed to introduce students to the fundamental language of film production, history, and analysis, as well as provide students with the skills needed to appreciate and critically analyze films in many different genres.

CM235 International Film Studies (3 credits) (G)

Prerequisite: EN101.

This course is a survey of international film. Students will gain an understanding and appreciation of the history, industry, and content of film from a variety of regions around the world. This course is designed to improve global awareness by introducing students to a range of international social, cultural, and political experiences through film.

CM300 Communication Theory (3 credits)

Prerequisite: EN102.

This course will provide an overview and critique of the major theoretical perspectives and models that are vital to understanding communication and interpersonal human behavior. The course will cover not only major ideas, such as Aristotle's rhetoric or Roland Barthes' semiotics, but also will examine the more specific, contemporary concepts of the 20th and 21st centuries.

CM315 Advanced Reporting (3 credits)

Prerequisite: CM210 or EN201.

This course explores the principles and techniques of developing and creating enterprising, heavily researched journalistic work for the mass media. Students produce in-depth work for newspapers, magazines, and the World Wide Web. Extensive group work is required.

CM316 Advertising Campaigns (3 Credits)

Prerequisites: MK201.

This course provides an in-depth analysis and practice in strategies and tactics employed in creating advertising programs. The development of advertising objectives, target market selection, advertising platform, budget, and media planning will be completed. This course provides students with the opportunity to become familiar with major advertising agencies. The principle focus of the course is the completion of a group project preparing an agency-style presentation for a hypothetical client.

CM320 Advanced Digital Video Production (3 credits)

Prerequisite: CM220.

This course will expand upon the media production skills developed in CM220 by providing students a strong aesthetic and technical foundation for telling digital stories. Students will study composition and design, while acquiring more advanced knowledge of camera functions and digital video editing. Students complete a series of short video projects that will allow them to gain mastery of the Adobe Premiere Pro software, while developing their own creative voice. Course available at the Boston campus only.

CM325 Public Relations Campaigns

Prerequisites: MK201.

This course provides an in-depth analysis and practice in strategies and tactics employed in creating a public relations campaign. The process of determining audience, establishing objectives, and developing tactics will be completed. Publicity, sponsorships, corporate philanthropy, and all forms of corporate communications will be considered. The principle focus of the course is the completion of a public relations campaign for a hypothetical company.

CM330 and CM331 Topics in Communication and Media Studies (3 credits)

Prerequisite: EN102.

This course will expose students in more depth to a specialized topic or trend in communication and media studies. Topics such as sports journalism, broadcast journalism, media violence, screenwriting, writing TV sitcoms, film genres, digital storytelling, media effects, and cross-cultural communication will be offered.

CM350 Analysis of Documentary Media (3 credits)

Prerequisite: EN102.

A historical survey of documentary practices in film and a discussion of the ethical and ideological issues raised by the genre. Subgenres

considered will also include ethnographic approaches and reality TV. By critiquing a wide range of documentary motion pictures, students will gain new tools for media analysis, historical reference, and production methodology.

CM400 Media Criticism (3 credits)

Prerequisite: EN102.

This course provides an introduction to different contemporary approaches to the study of media and examines a wide spectrum of traditions, theories, and debates such as: Marxism, political economy, semiotics, psychoanalysis, and feminism in relation to a range of media texts (radio, film, television, popular music, print, advertising, public relations, journalism, sports, and the Internet). The focus will be on the insights and limitations these approaches offer in understanding media culture—the meanings we take from the media, our everyday interactions with it, and its global impact.

CM415 Communication and Gender (3 credits)

Prerequisite: EN102.

This course examines how gender pervades the communication process in a variety of contexts by exploring the complexities of gender communication in interpersonal relationships, the educational environment, the media, and the workplace. Students will also discover strategies that they can use to examine their own communication behavior and to more fully understand the communication of others.

CM420 Digital Documentary Production (3 credits)

Prerequisite: CM220.

This course allows students to plan, script, shoot, and edit a short documentary using HD digital cameras and digital editing software. The course covers all aspects of documentary filmmaking from form and visual content to narrative structure and point-of-view. Students are introduced to best practices and trends in documentary filmmaking. Special emphasis is placed on pre-production planning, conducting quality interviews, utilizing archival media and research, and developing ethical guidelines to serve students during the entire creative process. Course available at the Boston campus only.

CM425 Media Ethics (3 credits)

Prerequisite: EN102.

This course provides a series of lectures and topic-driven discussions focusing on ethical and moral dilemmas in the field of communication. It surveys the major legal and ethical problems in news, advertising, and entertainment media; includes case studies and moral reasoning

on confidentiality, privacy, conflicts of interest, deception, violence, and pornography.

CM435 Independent Projects in Media Studies (3 credits)

Prerequisite: Completion of 60 credits toward Communication & Media Studies degree or permission of the Program Director.

Independent study in media studies topics under faculty supervision.

CM450 Senior Seminar: Communication & Media Studies (3 credits)

Prerequisites: Completion of 90 credits toward Communication and Media Studies degree or permission of the Program Director.

Students will explore the process of examining a question about communication and media studies by developing their own unique research or creative project designed to answer the question. The intent of this course is to apply the skills and understanding of communication that students have acquired in the Communication and Media Studies program to the process of exploration, discovery, and creativity. The skills students apply in this course have applicability to a wide range of professional activities that students will be called upon to perform in their careers. The course will be conducted in a seminar format, which means each student is expected to participate as a speaker and listener. Students will have the responsibility of presenting information to each other, and in actively exploring the information presented by others.

CM460 Communication and Media Studies Internship (3 credits)

Prerequisite: IS210 (Day Students) and completion of 90 credits toward Communication and Media Studies degree or permission of the Program Director.

Supervised field experience at professional media outlets.

CM465 Communication and Media Studies Internship II (3 credits)

Prerequisite: CM460.

Supervised field experience at a company, organization, or professional media outlet. This course provides students who wish to obtain additional pre-professional experience the opportunity to complete a second communication internship. Students must show progressive experience and increased job responsibilities if they wish to remain at the same site used for their CM460 Internship.

COMPUTER INFORMATION SYSTEMS

CS101 Computer Concepts and Applications (3 credits)

This course provides an overview of the capabilities, use, and limitations of computers and their applications. All facets of information

systems are discussed: hardware, software, networks, communication, security, and the Internet. Applications of technology in the areas of management, communications, information systems, and education are discussed. Students will perform extensive labs to develop competencies in file management, Word, PowerPoint, and Excel.

CS115 Introduction to Adobe Photoshop (3 credits)

Prerequisite: CS101.

This course will introduce students to the fundamentals of Adobe Photoshop. Students will explore the usage of the software to manipulate and expand photographic expression. Students will develop technical skills relative to pixel-based software usage and image editing.

CS190 Computer Technology Internship (3 credits)

Prerequisite: CS101.

The primary purpose of an internship is to provide practical experience in a work setting that relates to and enhances the theoretical experience of the classroom. The internship is a learning experience; it is directed by a qualified faculty member and the student receives academic credit and a grade for the experience. The experience entails a minimum of 120 hours and is limited to Computer Information Systems majors.

CS205 Computer and Systems Programming I (3 credits)

Prerequisite: CS101.

Concepts of object oriented programming, methods, variables and functions, list and arrays, and events. A 3-D storytelling preprogramming software such as Alice 2.0 will be used to provide students a visual method of learning programming. Students will progress into Microsoft Visual Studio 2010 using Visual Basic as the first step of object-oriented programming language.

CS210 Database Design and Management (3 credits)

Prerequisite: CS101.

This is a comprehensive database management course using Microsoft Access as the novice software and Microsoft SQL as the professional database software. Topics will include data normalization, logical and physical schemas, entity relationship diagrams, and development of user and technical specifications for a database. Students will develop a professional database project as the culminating activity. As part of the project, students will develop physical and logical schemas, data rules, a graphical user interface, and implement them in Microsoft Access or SQL Server.

CS220 Service Desk Essentials (3 credits)

This course covers the topics of service desk functions and operations and discusses ethical issues that arise in an IT department. By debating IT ethical issues, such as information security and privacy, students will expand their knowledge beyond technical skills, better preparing them for work in today's organizations. Course will cover incident management, teamwork, customer service, communication skills, and computing ethics.

CS233 System and Network Fundamentals (3 credits)

Prerequisite: CS101.

This course explores both operating systems and computer networks. Students will be able to differentiate between network topologies, network protocols, and operating systems. By the end of the course, students will know how to build a PC, install an operating system, and network multiple computers together.

CS234 Website Programming and Development (3 credits)

Prerequisite: CS101.

This course covers topics on XHTML, HTML, Web forms, scripting, graphic-user interface design, and various file graphic formats for the web. Students will develop a professional website using Macromedia Dreamweaver and publish their project on the Internet. Website security, site analysis, version control, document validation, and page analysis are also covered.

CS245 Management Application and Information Systems (3 credits)

Prerequisite: CS101 with a C- or better.

This course teaches advanced computer concepts and application skills. In addition, this course offers students an overview of the role computer technology plays in resolving common business problems. Students will explore methods of analyzing problems and developing solutions that take advantage of the strengths of automated information systems. Students will gain advanced proficiency in Microsoft Excel and learn Access fundamentals.

CS301 Advanced Web and Application Programming (3 credits)

Prerequisite: CS234.

This course expands on the concepts of object-oriented programming. Computer programs will be created by the student to work both on web browsers and as stand-alone applications. This course emphasizes the essentials of procedural programming, problem solving, and algorithmic reasoning. Students must possess knowledge of HTML and the basics of object-oriented programming.

CS310 Mobile App Development (3 credits)

Prerequisites: CS205 or CS234.

Students will create mobile apps for use on Android-based smart-phones. Utilizing the latest development environments, students will build various applications, write Java code, and publish the apps to a public marketplace for other users to enjoy.

CS400 Project Management (3 credits)

Prerequisite: CS108 or CS245.

Future managers will need the skill of project management, which encompasses time management, budget management, resource allocation, and personnel deployment. The course covers the five traditional phases of project management: Initiation, Planning, Execution, Control and Closeout. The purpose of the course is to develop skills in team dynamics and apply real-world-based problem scenarios. Students will research and apply modern management principles, practices, and theory to simulated management issues and scenarios.

CS430 Special Topics in Computer Forensics (3 credits)

Prerequisites: CS101 and 60 college credits.

This seminar-style course focuses on contemporary issues in the field of computer forensics, addressing topics that impact the fields of computer information systems and criminal justice. Topics such as big data, data mining, packet tracking, hacking, and data recovery are addressed. The legal implications of these technologies are addressed through the investigation of laws that govern these systems, as well as privacy and due-process issues. The intent of this course is to remain relevant and to address computer information issues and the legal implications of these technologies. This course has the option to be co-taught by faculty in each field.

CS443 Systems Analysis and Design (3 credits)

Prerequisite: CS245. Corequisite: CS210.

This course requires students to use knowledge from prior coursework to properly analyze and design new computer-based systems for organizations. Coursework will include writing proposals, designing databases, creating customer presentations, managing the project deliverables, and properly communicating with their project team. Using the systems development lifecycle, students will analyze and design new systems through case studies and, when possible, real-world system analysis.

CRIMINAL JUSTICE

CJ101 Introduction to Criminal Justice (3 credits)

This course provides an overview of the history and present day operation of the criminal justice process in the United States. Students will analyze the role, responsibility, and authority of each of the components of the system: police, courts, corrections, and the underlying principles and values of justice. Additionally, students will learn various methods of writing as they pertain to the discipline of criminal justice, such as article critiques; annotated bibliographies; reaction papers; police, probation, and parole reports; agency case studies; and policy analysis papers.

CJ190 Criminal Justice Internship (3 credits)

Prerequisite: Completion of at least one-half of the credits required for a degree.

This course provides a structured and supervised work experience (minimum of 120 hours) in a criminal justice setting. Students have the opportunity to apply the learning outcomes of prior course work and to gain first-hand knowledge in their professional area of interest. A 2.0 overall cumulative grade-point average is needed.

CJ201 Corrections in America (3 credits)

This course provides a historical perspective of punishment and traces its evolution to current correctional practices in the United States. Students will analyze the function and operation of correctional facilities, with particular emphasis on the Massachusetts correctional system.

CJ210 Law Enforcement in America (3 credits)

This course examines the historical development of policing in the United States and its relationship to the changing roles and strategies of modern policing. The course will address emerging policing practices with a focus on police discretion, police culture, and policies such as community and problem-oriented policing. By examining controversial issues such as less lethal weapons, use of force, and racial profiling, students will gain an understanding of the issues facing law enforcement today. While the course will focus primarily on state and local law enforcement, it will also address the various federal law enforcement agencies and their roles.

CJ215 Principles of Investigations (3 credits)

This course provides students with a solid foundation of criminal investigations techniques with special attention paid to: crime scene searches, witness interviews, suspect interrogations, and surveillance methods. The course will address how evidence is prepared for court

and presented in court, including how this process may differ based on the particular criminal offense. The course will address various types of evidence, sources of information, crime scene reconstruction, eye witness identification, and specialized investigations.

CJ225 Criminal Court Process (3 credits)

Prerequisite: CJ101.

This course provides a comprehensive look at the criminal process from arrest to sentencing. Students will analyze the responsibilities of prosecutors, defense attorneys, bail bondsmen, judges and the role that each plays in the process. Topics will include plea-bargaining, victim-witness assistance, jury selection, diversion, and other sentencing options.

CJ240 Deviance and Social Control (3 credits)

Prerequisite: SO101 or SO105 or PS101 or HS101.

This course examines deviant acts with the aim of understanding how society comes to define some behavior as deviant and how in turn society attempts to control such behavior. Topics covered include the types and theories of deviance, the social conditions and elements of deviant acts, and society's mechanisms for preventing, controlling, and reforming deviant behavior.

CJ250 Law Enforcement Management (3 credits)

Prerequisite: CJ210.

This course begins with a history of policing and discusses the various law enforcement agencies and their specific roles in law enforcement in the United States. Additionally, the course focuses on police supervision and the problems and processes of police administration as an integral component of the criminal justice system. Students examine and evaluate elements of effective management policies within law enforcement organizations, including the recruitment, testing, and training of men and women police personnel. Police organization and bureaucracy are examined in light of effective law enforcement.

CJ290 Contemporary Topics in Criminal Justice (3 credits)

This course is an overview of different topic areas in the field of criminal justice and criminology. The topic of this course varies each year to reflect the current student interests and emerging trends in the field. Each seminar focuses on contemporary issues in the field of criminal justice and criminology and provides students with an opportunity to pursue individual projects related to the subject of the course. Additionally, the course provides students with an opportunity for critical thinking, research, and writing on a very specific topic within their chosen field.

CJ310 Juvenile Justice System (3 credits)

Prerequisite: SO105.

This course traces the historical development of the juvenile justice system and examines how and why youthful offenders and children designated "in need of services" are treated differently from adults. The course also examines criminological theory as it applies to juveniles and the corresponding methods of intervention and prevention for youthful offenders.

CJ312 Society and Crime Victims (3 credits)

Prerequisite: SO105, PS101 or HS101.

This course provides an overview of current theory and research regarding victims of crime and the treatment of victims within the criminal justice system. The course focuses on a variety of special victim groups, such as children, the elderly, victims of family violence, and survivors of sexual assault. The course will examine social programs designed to aid victims of crime as they navigate the criminal justice system as well as programs such as restorative justice, restitution, and crime victims' compensation.

CJ314 Crime Analysis and Mapping (3 credits) (Q)

Prerequisites: CS101 and CJ101.

This course will examine the historical and theoretical foundation of crime analysis as well as the types of crime analysis. The course will cover various methods of data collection and the processes and statistical methods used to analyze police data for patterns in crime and disorder. Students will learn how to use crime mapping as a tool to display, query, and analyze police information.

CJ315 Criminal Evidence and Procedure (3 credits)

Prerequisites: CJ101 and CJ225.

This course provides a comprehensive look at both pre- and post-arrest criminal procedures, specifically focusing on the rules of evidence followed by law enforcement personnel in both the exercise of their daily duties as well as when testifying in court. Students will analyze appellate cases dealing with constitutional issues of search and seizure, custodial interrogation, identification, legal representation for fair/speedy trials, and due process for the criminally accused.

CJ316 Criminal Justice Research Methods (3 credits)

Prerequisites: CJ101, SO105, and MA121.

This course provides students with an understanding of methods of research used in the fields of criminal justice administration and criminology. Students will explore scientific methods necessary for analysis of crime trends, offender behavior, program and policy

efficacy, and public attitudes about crime. Students will learn to develop a hypothesis, research it, assess and critique the research, and administer and implement methods of research in the field of criminal justice and criminology.

CJ317 Criminal Justice Statistics (3 credits) (Q)

Prerequisites: CJ101, SO105, and MA121.

This course will provide students with a basic understanding of statistical analysis as it applies to the field of criminal justice. Students will learn about both descriptive and inferential statistics and develop the knowledge necessary to comprehend and interpret basic statistics as they apply to criminal justice, with particular attention paid to statistics in criminal justice research and reports. Students will learn to use non-parametric measures of association in addition to parametric tests of significance, be introduced to correlation and regression, and become knowledgeable about the use of SPSS.

CJ320 Probation, Parole, and Community Corrections (3 credits)

Prerequisites: CJ101 and CJ201.

This course traces the development and role of probation, parole, and other community sentencing alternatives in the criminal justice system. Particular attention is paid to legal, functional, and administrative aspects to these sanctions, as well as the impact on sentencing practices and offender reintegration.

CJ325 International Corrections (3 credits) (G)

Prerequisite: Minimum of 30 credits

The course examines international correctional systems and evaluates their perspectives on current trends, issues, and problems such as prison overcrowding, lack of alternatives to incarceration, victims' rights, restorative justice, and special inmate populations. Additionally, the course will examine how the cultural, political, and economic climates of various nations impact their correctional systems.

CJ330 Cybercrime (3 credits)

Prerequisite: SO105 or Permission of the Program Director.

This course examines technological changes and their corresponding criminal offenses. Various forms of cyber crime, methods of detection, prevention, and apprehension, as well as the legal and policy issues surrounding cybercrime will be explored. The course will address the ways in which cybercrime is evolving and the corresponding policy implications for trends on the horizon, including but not limited to: the identification and/or prevention of online bullying, harassment, stalking, and adult sexual predators.

CJ331 Hate Crimes (3 credits)

Prerequisite: SO105 or Permission of the Program Director.

This course will explore crimes whose commission is the result of bigotry toward people based on such categories as their perceived race, ethnicity, religious affiliation, sexual orientation, gender, or physical disabilities. This course will define hate crimes and explore how they differ from hate speech. The course will examine theories of hate crime, typologies of hate groups, hate crime victimology, criminal justice system responses, and the political and social factors that affect the ways in which the criminal justice system defines and responds to hate crime.

CJ332 Homicide (3 credits)

Prerequisite: SO105 or Permission of the Program Director.

This course explores current theory and research as it pertains to homicide, focusing on the United States at both the national and international level. The course explores various legal categories of homicide (justifiable, excusable, and criminal homicide), degrees of criminal homicide (murder, manslaughter), and types of homicide (intimate partner homicide; hate murder; gang murder; terrorism; and serial, mass, and spree murders). The course examines the characteristics of both offenders and victims. The course concludes by addressing the various criminal justice system responses to homicide.

CJ333 Sex Crimes (3 credits)

Prerequisite: SO105 or Permission of the Program Director.

This course provides an in-depth study of sexual offending, including the definitions of sexual offenses, typologies of sexual offending, motivations for such offenses, and criminal justice system and public health system responses to sexual offending behavior. The course will examine the evolution of sexual offense policy including the failures of such policies. In particular, the course will examine registration and community notification, residency restrictions, GPS monitoring, chemical castration, Internet stings, civil commitment, and restorative justice. Finally, the course will address the development of empirically based policies.

CJ334 White Collar Crime (3 credits)

Prerequisite: SO105 or Permission of the Program Director.

This course explores corporate and white collar offending by examining theoretical perspectives and criminal justice system responses. The course will define white collar and corporate crime and explore the various behaviors that fall into this broad category of offenses. The course will explore the nature and extent of white collar offenses; methods of measuring white collar offenses; and methods of

detection, adjudication, and sentencing. Additionally, the course will examine political and social factors that restrict these criminal offenses and allow them to flourish.

CJ410 Ethics and the Criminal Justice System (3 credits)

Prerequisites: CJ101 and SO105.

This course examines a wide range of ethical issues in the field of criminal justice through a discussion of the various philosophical approaches to ethical decision making. Topics covered include the use of harm to prevent harm; the use of discretionary decision making; prediction problems; and ethical dilemmas faced by front police, prosecutors, defense attorneys, corrections officers, etc., in the course of their daily duties.

CJ420 Advanced Criminological Theory (3 credits)

Prerequisite: CJ316.

This course examines how the criminal justice system responds to crime and criminals and the explicit and implicit theories underlying these responses. Students will explore the major theoretical schools of thought regarding crime causation and their underlying assumptions and critically assess their strengths and weaknesses. This course will pay particular attention to empirically based policies.

CJ450 Senior Seminar (3 credits)

Prerequisite: Completion of 90 credits in the Criminal Justice major or permission of Program Director.

This capstone course is a culminating experience for Criminal Justice majors with emphasis on group discussion. Under the direction of faculty, students will be able to integrate and synthesize all coursework in criminal justice and related areas so they will develop a broad conceptual and practical understanding of the careers in the criminal justice field. In addition, this course is designed to ensure that the student has a practical understanding of all critical and current issues in the criminal justice field as they relate to the law, law enforcement agencies, criminal courts, corrections, and juvenile justice. Students will conduct research in an area of interest and produce a final project or paper integrating the knowledge gained through prior coursework.

CJ460 Internship (3 credits)

Prerequisites: IS210 (Day students) and completion of 90 credits in the Criminal Justice major or permission of Program Director.

This supervised work experience provides students with educational experiences in the workplace and furnishes practical, work-related skill in a criminology and criminal justice-related field. The student will be expected to compare classroom theory with the day-to-day operation

of the criminal justice agency to which they are assigned and the roles and responsibilities of the professional in the field.

ECONOMICS

EC101 Macroeconomics (3 credits)

An examination of the macroeconomic factors that influence the activities of consumers, businesses, and government. By analyzing national income, supply and demand, investment and savings, consumption patterns, and monetary and fiscal policy, the student will gain insight into the economic issues of the day. Among these are the causes of inflation, unemployment, recession, and the effects of government policies on the economy.

EC102 Microeconomics (3 credits)

A study of the basic institutions and principles essential to an understanding of an economic system. In microeconomic terms, such concepts as a firm's basic costs, revenues, and potential profit and loss are considered. Each of the four market conditions — perfect competition, monopoly, oligopoly, and monopolistic competition — is analyzed, and its influence on a firm's prices and production level is explained.

EC203 International Economics (3 credits) (G)

Prerequisite: EC101.

This course presents the theoretical foundations of international trade and economics, links concepts of economic development to "real world" economic situations, and examines international finance topics such as the balance of payments and the foreign exchange market. The course examines what nations trade, why they trade, and what advantages they seek to accrue. It explores important historical episodes in international economics, different national strategies for economic development, and international trade agreements. It also presents an introduction to the problems faced by transition economies and the economies of developing nations as well as the challenges confronting transnational enterprises. Economic variables discussed include financial and currency issues in emerging markets, GNP, inflation, interest rates, income distribution, protectionism, immigration, foreign investment, and the economics of exchange rates.

EC360 Health Care Economics (3 credits)

Prerequisite: MA107

In this course the structure and function of the U.S. health care delivery system are explored through an examination of the basic theories of economics. Topics include support for public health policy intervention in health determinants, the relationship between government

regulation and market competition, the demand for health care, and the supply of services. This course will enable students to apply economic reasoning to the health care challenges facing society.

EARLY CHILDHOOD EDUCATION

ED103 Introduction to Early Childhood Education (3 credits)

An introduction to the field of early childhood education and program planning. The course will study the historical influences and current issues in planning early childhood programs. The specifics of planning quality infant/toddler and preschool programs will be studied, including curriculum goals, teacher roles, design of environments, and parent involvement. Observations in child care centers are an integral part of the course. Replaces ED211. Only one of these two courses may be applied to a degree program.

ED104 Early Childhood Education Practicum Seminar (1 credit)

Prerequisite: ED103. Corequisite: ED120 or ED121.

Students will be provided an opportunity to work toward preparation for their first practicum experience and future educational and career goals. Students will spend time in a variety of child care settings before their internship experiences begin. A brief review of methods and approaches to teaching and growth and development will be included. The students will work on job interview skills, resume writing, and other aspects related to the needs of early childhood educators.

ED116 Health, Safety, and Nutrition for Young Children (3 credits)

This course is intended for students working in an educational setting; for child care providers; and for adults and parents who desire additional information about current concepts in the field of health, safety, and nutrition, and their relationship to the young child.

ED120 Infant/Toddler Curricula (3 credits)

Prerequisite/Corequisite: ED103.

This course presents a developmentally appropriate curriculum framework for the cognitive/language, physical, and social-emotional development of infants and toddlers. Children's interactions with their environment through exploration, problem-solving, and discovery will be stressed. The role of the adult in creating a safe physical and psychological learning environment with stimulating materials will be studied. Workshops, projects, and observations provide first-hand experience.

ED121 Preschool Curricula (3 credits)

Prerequisite/Corequisite: ED103.

This course presents a curriculum framework for children's cognitive, physical, social, and emotional development. Children's experimentations and interactions with their environment will be explored in such areas as art, music, language and literature, physical science, and block play. The role of the adult in providing appropriate leadership and materials will be studied. Workshops, projects, and observations provide first-hand experience.

ED200 Infant/Toddler Practicum (4 credits)

Prerequisite: Completion of one-half the credits required for a degree, including PS101 or PS103, and ED103 or ED120. Consent of the Program Director or Site Coordinator required for placement.

This 150-hour practicum (supervised a minimum three times over the semester as required by the MA Dept. of EEC) provides students with opportunities to integrate theories of child development with infants/toddlers in group settings. The practicum provides experiences consistent with state and national guidelines, including supervision and ongoing group seminars. (Formerly titled Early Childhood Internship I.)

ED201 Preschool Practicum (4 credits)

Prerequisite: Completion of one-half the credits required for a degree, including PS101 or PS103, and ED103 or ED121. Consent of the Program Director or Site Coordinator required for placement.

This 150-hour practicum (supervised a minimum three times over the semester as required by the MA Dept. of EEC) provides students with opportunities to integrate theories of child development with infants/toddlers in group settings. The practicum provides experiences consistent with state and national guidelines, including supervision and ongoing group seminars. (Formerly titled Early Childhood Internship II.)

ED204 Strategies for Children's Behavior (3 credits)

Prerequisite: PS101 or PS103.

This course will examine instructional strategies and developmental theory of how children's self image and self control are developed through individual and small-group interactions. Course material is drawn from developmental and learning theories for infancy, toddlerhood, and the preschool years. Observations are an important learning tool for this course.

ED205 Children with Special Needs (3 credits)

Prerequisite/Corequisite: PS103.

This course is an introduction to the field of early childhood interven-

tion in the education of children with special needs. Helping strategies through understandings of child development, specific special needs, and the adaptation of curricula and environments to these needs will be studied.

ED209 Early Childhood Advanced Practicum (4 credits)

Prerequisite: ED200 or ED201.

This advanced supervised practicum (minimum of 150 hours) provides students with further opportunities to develop professional skills with infants, toddlers, preschool, and kindergarten children. The practicum provides experiences consistent with state and national guidelines, including supervision and ongoing seminars. For DAPS students only; Day Division students wishing to take this course may do so only with permission from the Program Director.

ED212 Literacy Development in Young Children (3 credits)

This course will explore the acquisition and development of language arts in infants, toddlers, and young children. A major emphasis will be placed on methods and materials appropriate for stimulating language development through reading, writing, listening, and speaking.

ED223 Administering Programs for Children (3 credits)

Prerequisites: PS103, ED103, and one additional ED course, or EEC Lead Teacher Qualified.

This is a course designed for students who have had experience in children's programs and who seek to become Director qualified. The course will focus on the management functions within children's programs. Included will be financial planning, record keeping, health, safety and licensing requirements, organizational procedures and policies, and quality programming issues. Community resources as they relate to children and families will be explored. National and State standards and regulations will be examined.

ED224 Supervision and Personnel Management in Programs for Children (3 credits)

Prerequisites: PS103, ED103, and one additional ED course, or EEC Lead Teacher Qualified.

A course designed for students who have had experience in children's programs. The course will emphasize the role of the supervisor or mentor in human resource management. Leadership theories and skills will be explored as they relate to working with diverse populations. The principles of staff supervision and performance appraisals as well as staff training and development will be studied. Collaboration with outside resources, including parents, social service, and health care professionals in the context of children's programs will be examined.

ED300 Math and Science Curricula for Young Children (3 credits)

Prerequisites: ED120 and ED121.

This course will provide appropriate opportunities for prospective teachers to acquire the knowledge and skill necessary to explore, experiment with, and create developmentally appropriate activities and materials centered on science and math for the first eight years of life.

ED310 Observation and Assessment of Young Children (3 credits)

Prerequisites: ED200 and ED201.

This course will provide appropriate opportunities for prospective teachers to acquire the knowledge and skills necessary to authentically assess and observe children and to meet their individual needs.

ENGLISH

EN001 Preparatory English (6 credits)

This course is designed to develop the reading and writing skills required to succeed in English 101. In this course, students learn to use the writing process; to understand and apply grammatical principles; to express ideas in clear, concise sentences and unified, well-developed paragraphs and essays; and to read critically. A library component is included. Credits for this course may not be applied to a degree or certificate program.

EN101 English I (3 credits)

This first-year course is a skills-based introduction to critical reading, writing, and critical thinking. Through interdisciplinary reading assignments, in-class work, and a series of papers, students will develop an approach to analyzing and responding to ideas presented in class in writing and orally. In addition, students will develop their research techniques and their ability to understand the mechanics of writing, including punctuation, grammar, and spelling.

EN102 English II (3 credits)

Prerequisite: EN101 with a C- or better.

In this first-year course, students apply critical reading, writing, and thinking skills to analyze and develop ideas in written and oral forms. Through interdisciplinary reading assignments, a series of papers, a research paper, and an oral presentation, students will evaluate and formulate their own arguments in response to ideas presented in class. In addition, students will continue to develop their research techniques and their abilities to understand the mechanics of good writing.

EN105 Creative Writing (3 credits)*Prerequisite/Corequisite: EN101.*

This course is designed for students seeking to develop their abilities to engage in imaginative writing, including poetry, fiction, and drama. Students will examine the creative methodologies of both traditional and contemporary writers and will learn to apply those methodologies to their own writing.

EN106 Critical Interpretations of Popular Culture (3 credits)*Prerequisite/Corequisite: EN101.*

This course uses the study of sign and symbol (semiotics) to develop critical distancing and analytical skills related to topics and issues from popular culture. Students will examine various media (such as print, television, film, and video) and investigate such topics and issues as consumerism, gender, ethnicity, AIDS, fashion, and activism. Semiotics provides an interpretative approach to examine popular cultural phenomena, while stimulating development of critical thinking and writing skills.

EN120 Introduction to Theater (3 credits)*Prerequisite/Corequisite: EN101.*

The drama is studied as art, literature, and intellectual entertainment. A survey is made of the great periods of theater from Ancient Greece to the present, studying great playwrights and their masterpieces. The theater is examined in its reflection of socio-cultural ideas. Students are required to attend professional plays. (Formerly FA121).

EN131 Shakespeare: Comedies (3 credits)*Prerequisite/Corequisite: EN101.*

This course analyzes representative comedies of William Shakespeare, often considered the greatest writer in the English language. Biographical detail and background about Elizabethan England will be included where appropriate. Plays likely to be studied include *The Taming of the Shrew*, *The Comedy of Errors*, *The Tempest*, *A Midsummer Night's Dream*, *Troilus and Cressida*, *Measure for Measure*, and *Twelfth Night*.

EN132 Shakespeare: Tragedies and Histories (3 credits)*Prerequisite/Corequisite: EN101.*

This course analyzes representative tragedies and histories of William Shakespeare, often considered the greatest writer in the English language. Biographical detail and background about Elizabethan England will be included where appropriate. Plays likely to be studied include *Romeo and Juliet*, *King Lear*, *Macbeth*, *Othello*, *Hamlet*, *Richard III*, and *Henry IV, Part I*.

EN146 The American Short Story (3 credits)

Prerequisite/Corequisite: EN101.

Many critics argue that the short story is the most successfully developed form of American literature. This course will examine the American short story from its beginnings to the present. Attention will be paid to the romantic, realistic, and experimental in American short fiction, as well as to relevant historical background.

EN180 Masterpieces of Short Fiction (3 credits)

Prerequisite/Corequisite: EN101.

This course will focus on short fiction by writers from outside the United States. Through close analysis of superior short fiction, students will become aware of the nature of this form and of the ways that writers around the world have grappled with it successfully. Authors likely to be studied include Chekhov, Conan Doyle, Conrad, de Maupassant, Dostoevsky, Flaubert, Joyce, Lessing, Garcia Marquez, Mishima, Munro, Pirandello, and Woolf.

EN181 Folklore and Fantasy (3 credits)

Prerequisite/Corequisite: EN101.

This course will examine folklore and fantasy from around the world with attention paid to relevant sociological, historical, and literary-historical background. Modern authors who draw upon elements of folklore and fantasy will be included. Authors likely to be studied include J. R. R. Tolkien, C. S. Lewis, Lewis Carroll, Bram Stoker, Jonathan Swift, Anne Rice, Stephen King, H. P. Lovecraft, and Madeleine L'Engle.

EN185 Images of Women in Literature (3 credits)

Prerequisite/Corequisite: EN101.

This course studies recurring and changing images of women in literature, considering the ways in which such representations either do or do not correspond to our understanding of gender differentiation in the world. The validity of these images and archetypes will be examined, as will the categories and roles occupied by — and symbolic of — women. Authors studied in this course have included Angelou, Brooks, Browning, Jong, Kumin, Rich, Sexton, and Shange.

EN187 Women Writers (3 credits)

Prerequisite/Corequisite: EN101.

This course investigates the development of women writers within the western literary tradition, focusing upon dominant themes and genres in this tradition as presented in the works of such writers as Alvarez, Austen, Bronte, Chopin, Dickinson, Gilman, Heilbrun, Kingston, Morrison, Naylor, Silko, and Woolf.

EN192 Children's Literature (3 credits)*Prerequisite/Corequisite: EN101.*

This course will introduce students to masterpieces of children's literature. Emphasis will be placed on thematic expression, on historical perspective, and on developing a framework for evaluating picture books. Authors likely to be studied include Potter, Milne, and White.

EN195 Literature on Film (3 credits)*Prerequisite/Corequisite: EN101.*

An examination of works of literature and the films based on them. Through careful analysis of both, such aspects of literature as characterization, plot, theme, intentional ambiguity, setting, and symbolism are examined. Works studied in this course have included Emily Bronte's *Wuthering Heights*; Charlotte Bronte's *Jane Eyre*; Crane's *The Red Badge of Courage*; Dickens' *A Christmas Carol*; Fitzgerald's *The Great Gatsby*; Roth's *Goodbye, Columbus*; Lee's *To Kill a Mockingbird*; Guest's *Ordinary People*; Irving's *The World According to Garp*; Ibsen's *A Doll's House*; Hansberry's *A Raisin in the Sun*; Cather's "Paul's Case"; Twain's "The Man That Corrupted Hadleyburg"; and Gaines' "The Sky is Gray."

EN201 Intermediate Writing: Literature and Research (3 credits)*Prerequisite: EN102.*

This course will expand skills developed in EN101 and EN102 by introducing students to literature and by requiring research and writing based on multicultural themes. Through challenging reading assignments that put literary works in critical contexts and longer expository and argumentative papers, students will refine their critical-thinking and research skills (such as reading comprehension, summary, critique, and synthesis). Library research will be an integral part of written work and classroom discussion.

EN301 The Art of the Essay (3 credits)*Prerequisite: EN102.*

To understand more fully the craft of essay writing, students will learn about the history of this genre and will read nonfiction works by contemporary and traditional essay writers. Through a series of writing assignments, students will produce personal essays that will help them find and develop their own writer's voice. The course will examine essays by such historical and contemporary writers as Lamb, Hazlitt, Addison and Steele, Montaigne, Emerson, Orwell, White, Hoagland, Didion, Welty, and Dillard.

EN303 Selected Themes in Modern World Literature (3 credits) (G)

Prerequisite: EN102. Recommended pre- or corequisites: Any 100- or 200-level literature course and HI204.

Using representative works in English or English translation, this course will examine one specific theme as presented in fiction, poetry, drama, and non-fiction prose from various countries around the world since 1900. Although a myriad of themes are available, some examples include nationalism, love, quest for freedom, exploration, existentialism, religion, human rights, the concept of a "Third World," colonialism, business and technology, empowerment, enfranchisement, tourism, global cooperation, the role of art in society, family, gender, and popular culture. The course may not be repeated for credit but may be repeated once for a higher grade.

EN305 Multicultural American Literature (3 credits)

Prerequisite: EN102. In addition, completion of at least one 100- or 200-level literature course is recommended.

In this course, students will explore and analyze 20th-century American literature written from the perspective of authors from different ethnicities, including those of African, Asian, Muslim, Native American, and Latino backgrounds. By reading non-fiction and fiction of those from diverse backgrounds and learning about important historical events, students will understand how ethnicity and history affect themes in literature. Historical events that may be discussed include the birth of the American Dream, the effects of the Great Depression, the influence of the Civil Rights Movement, the development of reservations and internment camps, and 9/11.

EN345 Major American Novels and Novelists of the 20th Century (3 credits)

Prerequisite: EN102. In addition, completion of at least one 100- or 200-level literature course is recommended.

This course will study major American novelists of the 20th century and their responses to major themes and events of the century. Through reading and analyzing selected major novels, students will gain an understanding of the novel, of the novelist, and of the 20th century, both historically and socially. The course examines such themes as the American Dream, the minority experience, women's rights, and the individual in the business world. It also examines such major events as World War I, prohibition and the "Roaring Twenties," the Great Depression, World War II, the Vietnam War, and the Civil Rights Movement of the 1960s. In addition, students will become aware of the major novelists and literary trends in 20th-century America.

EN355 Selected Themes in American Literature (3 credits)

Prerequisite: EN102. In addition, completion of at least one 100- or 200-level literature course is recommended.

This course will examine one specific theme as presented in American fiction, poetry, drama, and non-fiction prose. Themes such as the following may be selected: the search for an American identity; technology and American society; the rebel in American society; the outcast in America; American utopias; American individualism; the American Dream; the American business world; the minority in America; the "American Adam"; the West/East contrast in America; or pioneer women and men in America. The course may not be repeated for credit but may be repeated once for a higher grade.

Topics in Literature

Based on student interest, topics such as Science Fiction (EN135), 20th-Century American Drama (EN143), The Voices of Ancient Greece and Rome (EN151), and Detective Fiction (EN182) will be offered.

FASHION MERCHANDISING**FM102 Fashion Merchandising (3 credits)**

This course is an introduction to the fashion business through a study of fashion principles, procedures, terminology, and the development of fashion trends. The use of current fashion and merchandising news as it relates to designers provides insight into the various aspects of the business such as accomplishments on Seventh Avenue, the collections of couture designers, trends in the fashion media, and important developments in retail operation.

FM105 History of Fashion (3 credits)

This course is an overview of the development of fashion from the Renaissance through the 20th century. The sociological implications of fashion are studied through the use of historic events, the mores of the culture, as well as political influences on costume. Emphasis is placed on the importance of values, customs, and timing in the recurrence of style.

FM106 Visual Merchandising (3 credits)

Prerequisite: FM102.

This course joins the principles of design and color with display techniques. Interior retail spaces, atmospherics, priority walls, and table and window displays are evaluated, and elements of design, such as line, proportion, and balance, are emphasized. The course combines lectures with demonstrations, case studies, and field experience to provide a well-rounded understanding of visual merchandising.

FM160 Clothing Construction I (4 credits)

Corequisite: FM161.

In Clothing Construction I students will complete practical projects in fabricating garments while they learn principles and techniques of construction. Combining lecture and studio class time, students will learn cutting, hand sewing, and industrial machine stitching. Students will also be instructed in fabric grain lines, pattern layout, transferring pattern annotations, stabilizing fabrics, stitching darts, seams, closures, lining, pressing, detailing, and finishing garments.

FM161 Pattern Making I (4 credits)

Corequisite: FM160.

Pattern Making I provides an overview of the garment design process. Students will receive an introduction to applying appropriate drafting procedures to create slopers, flat patterns, and toiles using standard industry processes. During studio class time, students will integrate creativity with hands-on learning experiences and lessons that explore altering the basic slopers to create unique designs.

FM170 Clothing Construction II (3 credits)

Prerequisites: FM160 and FM161. Corequisite: FM171.

This course is a continuation of Clothing Construction I. Students will construct a blouse and trousers. Each student will create these garments after selecting and preparing appropriate fabric. There will also be advanced instruction in cutting, matching, hand sewing and industrial machine stitching, combined with lining, pressing, detailing, and finishing garments.

FM171 Pattern Making II (3 credits)

Prerequisites: FM160 and FM161. Corequisite: FM170.

This course is a continuation of Pattern Making I. Students will concentrate on the principles, techniques, and practice of making patterns for blouses and trousers. Each student will complete practical projects in pattern drafting where they will create flat patterns and muslin garments for a blouse and trousers. In addition, students will produce patterns for a variety of pants, bodice, and sleeve styles.

FM200 Fashion Merchandising Internship (3 credits)

Prerequisites: A 2.3 GPA and completion of 30 credits in the Fashion Merchandising program or permission of the Program Director.

An elective work experience (minimum of 120 hours) for second-year Fashion Merchandising students in a retail/fashion-related establishment. Each student is required to formulate a resume, write an introductory cover letter, participate in professional interviews, and set objectives for the work experience. In addition to self-evaluation through a journal, the intern is assessed by the site supervisor and the faculty advisor.

FM201 Fundamentals of Apparel Design (3 credits)

An introduction to the process of designing apparel. Basic elements of line, color, and design are applied to weekly projects. Students will follow key merchandising procedures from design conception to marketing their garments for a particular customer. Sources of inspiration, color forecasting, presentation techniques, and portfolio development are emphasized. A museum visit to study art as design inspiration is required.

FM205 Fashion Illustration (3 credits)

Corequisites: FM160 and FM161.

The objective of this course is to explore illustration techniques for the fashion industry. A variety of media will be used, including pen, pencil, markers, and color washes. Focus will be on individual illustrative style, which will be enhanced by studying and analyzing well-known fashion illustrators.

FM208 Fashion Coordination (3 credits)

This is a workshop experience centered on the presentation of fashion. Students analyze sources of information and apply their findings through involvement in fashion presentations, with a culminating experience based on the production of one large professional fashion show. This course develops an understanding of planning, promoting, and coordinating fashion presentations. Also studied is the identification of fashion trends and their development.

FM209 Retail Buying (3 credits)

Prerequisites: FM102 and FM220.

In this course, the student is introduced to the development of merchandising techniques through the practical application of math, buying, advertising, promotion, display, management, selling, operations, and control. These aspects are studied in relation to increasing customer service and profit margin. A computerized inventory control package is integrated into this course.

FM220 Retail Management (3 credits)

Prerequisite: FM102 or permission of Program Director.

The strategic approach to retailing and planning to meet objectives is the basis of sound retail management. This course examines the management strategies within the retail industry. The key topics include market research, target customer identification, store location analysis, merchandise management, the impact of retailing on the economy, promotional strategies, and human resource and financial management. A detailed plan including website and Internet channels of distribution for a prospective retail operation is required.

FM225 Textile Science (3 credits)

Prerequisites: FM102 or FM160, and FM161.

A comprehensive study of textiles with emphasis placed on consumer information. The student is introduced to all of the stages of textile production from the development of fibers through the finished consumer product. The student also examines the effects of fabric finishes, uses, care, and treatment, and becomes aware of related laws governing manufacture and labeling. An extensive laboratory component includes physical, chemical, and optical procedures to evaluate the properties of a wide range of fabrics.

FM230 Creative Design I (3 credits)

Prerequisite: FM205.

In this intermediate-level design course students will bring their ideas to life using principles of design and color. Combining basic sloper construction, draping, patternmaking, and couture finishing and details students will learn to translate creative designs into three-dimensional garments.

FM231 Creative Design II (3 credits)

In this intermediate level design course, students continue to apply the principles of design and color to their garments. Students will strengthen skills and understanding of product development, sportswear, and mass production while continuing to develop their personal interpretation of fashion.

FM250 Portfolio for Fashion Design (1.5 credit)

Portfolio for Fashion Design will help students prepare to enter either a four year fashion design degree program or the workforce by organizing their design portfolio and resume in a professional manner.

FM280 French Draping (3 credits)

Prerequisites: FM170 and FM171.

Students will manipulate, mold, and shape fabric through the use of the draping method. The basic skirt and bodice are draped to develop the knowledge and skills needed to interpret more complex designs.

FM281 Tailoring (3 credits)

Prerequisites: FM170 and FM171.

Students will build upon the flat pattern foundations developed in FM171 and the construction technique developed in FM170. The focus of this course will be drafting a dress and tailored jacket design. Classic collar and sleeve variations will be explored. These elements will then be incorporated into the construction of an originally designed tailored jacket and dress.

FM290 Knitwear Construction and Pattern Making (3 credits)

Prerequisites: FM170 and FM171.

Students will design and construct active wear made exclusively of knitted fabrics. Basic patterns will be adapted for knitwear foundations to compensate for the stretch factor. Students will also draft a foundation appropriate for form-fitting designs.

FM295 CAD for Fashion Design (3 credits)

Prerequisite: FM205.

This course focuses on an introduction to the Gerber Garment Technology computer work station. Practical uses of the AccuMark Silhouette and Pattern Design System (PDS) will be employed including the digital input of slopers. Pattern drafting techniques previously covered in Pattern Making courses will be translated to computer manipulation. This course is for Fashion Design students only and provides an introduction to computer aided design technology.

FM301 Fashion Advertising and Sales Promotion (3 credits)

Prerequisite: FM102 or completion of 30 credits in the Fashion Merchandising program or permission of the Program Director.

This course explores the function of promotional and in-house advertising through the channels of traditional media and marketing activities that stimulate consumer purchasing and retailer effectiveness. The student will focus on the importance of visual merchandising in three dimensional display and print layout. The effect of direct mail on the target customer, the message in ad copy, and the power of Internet advertising will also be examined in the process of selling. As a culminating experience, the student will develop an ad campaign that incorporates a variety of promotional tools and techniques.

FM310 Special Topics in Fashion (3 credits)

Prerequisites: FM102, FM209, and FM220.

The topic of this course varies each year to reflect the current student interests and industry changes. Each seminar focuses on contemporary issues in the field of fashion and provides students with an opportunity to pursue individual projects related to the subject of the course.

FM315 Global Retail Markets (3 credits) (G)

This course will provide students with a global perspective and the framework for managing in different legal, social, and economic environments for the distribution of consumer goods worldwide. Students develop knowledge in managing across borders where higher levels of sophistication are needed in marketing operations, human resources, and financial management disciplines. Comparison among political, economic, and technological environments is examined as is the im-

pact of culture on communicating, motivating, and leading in international settings.

FINANCE

FI201 Principles of Business Finance (3 credits)

Prerequisite: AC121.

This course surveys major concepts and principles of business finance and focuses on basic financial principles such as: time value of money, risk and return, tradeoffs, valuation of assets, and financial securities. Other topics include financial statement analysis, working capital management, cost of capital, and international finance.

FI220 Personal Finance (3 credits)

Prerequisite: MA106 or higher.

This course is an investigation of the major elements of personal finance that each individual must effectively deal with in his or her daily life. Students will develop a thorough understanding of the many different personal financial products, situations, and transactions they will likely encounter during their lifetimes as well as an analytical perspective from which to manage them effectively. Personal finance elements to be covered include: auto insurance, life insurance, health insurance, homeowner's insurance, budgets; mortgages, rentals, investments, personal credit, credit cards, consumer loans, taxes, bank accounts, estate planning, retirement plans, 401(k) plans, mutual funds, vehicle purchase/leases, and healthcare expense management.

FI290 Finance Internship (3 credits)

Prerequisite: FI201.

A supervised work experience with a minimum of 120 hours for a second year finance major. The internship will provide the opportunity to apply the knowledge of finance gained in prior courses. A grade of C+ is required in all prior finance courses.

FINE ARTS

FA101 Drawing, Painting, and Visual Fundamentals (3 credits)

This course explores elementary disciplines in drawing and painting from life, with emphasis on personal creative development. Basic problems in color and composition are presented. No previous art experience is necessary. Outside work and an art supply fee is required.

FA102 Introduction to Painting (3 credits)

An introduction to the fundamentals of acrylic painting. The course covers color mixing, application techniques, and composition prin-

ciples. Students will paint still-life and design problems and will also work from the imagination. No previous art experience is necessary. An art supply fee is required.

FA103 Line, Color, and Design (3 credits)

This course explores the principles underlying effective design. The student is introduced to the dynamics of line, arrangement, and the development of form through color. No previous art experience is necessary. An art supply fee is required.

FA105 Introduction To Portraiture (1.5 credits)

This course explores the basic principles of portraiture. The student will develop the skills to draw portraits, primarily through self-portraiture. This course emphasizes both classic portrait construction as well as personal creative development. No previous art experience is necessary. An art supply fee is required.

FA111 History of Art: Beginnings to the Early Renaissance (3 credits)

A chronological survey of the visual arts (painting, sculpture, and architecture) from prehistory through the Renaissance, with emphasis on major artists and works of each period. Forms, styles, and themes will be viewed in the context of contemporaneous social, political, and economic influences.

FA112 History of Art: Early Renaissance to the Present (3 credits)

A chronological survey of the visual arts (painting, sculpture, and architecture) from the early Renaissance to the present, with emphasis on major artists and works of each period. Forms, styles, and themes will be viewed in the context of contemporaneous social, political, and economic influences.

FA125 Introduction to Acting (3 credits)

This course is an exploration into the basic methods of the craft of acting. The student will develop skills in creative self-expression and performance discipline. Sensory awareness, relaxation techniques, improvisation, character and script analysis, monologue and scene study, and evaluation are some of the areas addressed in the course.

Topics in Fine Arts

Based on student interest, topics such as Introduction to Music Listening (FA131) will be offered.

FOREIGN LANGUAGE

FL101 Elementary French I (3 credits) (G)

An introduction to the French language. Representative readings in geography, history, and culture broaden students' awareness of the country and its language. Conversation, pronunciation, reading, writing, and grammatical construction are stressed in classroom discussions, outside readings, and language review materials. May not be taken for credit if an upper-level French course has been completed.

FL102 Elementary French II (3 credits) (G)

Prerequisite: FL101 or placement in FL102.

This course continues with the use of French in classroom discussions, outside readings, and language review materials. Representative readings in geography, history, and culture broaden students' awareness of the country and its language. May not be taken for credit if an upper-level French course has been completed.

FL110 Spanish for Healthcare Professionals (3 credits) (G)

This course will help students in nursing and the health care professions develop their ability to communicate with members of the Spanish-speaking community through spoken and written modes. The long-term goal is to help students attain a level of Spanish fluency that enables them to provide accurate and effective health care services to their Spanish-speaking clients. Students will practice the skill areas of listening, speaking, reading, and writing through participation in simulation scenarios. In addition, the role culture plays in shaping patients' perception and understanding of health care will be explored.

FL121 Elementary Spanish I (3 credits) (G)

An introduction to the Spanish language. Representative readings in geography, history, and culture broaden students' awareness of the country and its language. Conversation, pronunciation, reading, writing, and grammatical construction are stressed in classroom discussions, outside readings, and language review materials. May not be taken for credit if an upper-level Spanish course is completed.

FL122 Elementary Spanish II (3 credits) (G)

Prerequisite: FL121 or placement in FL122.

This course continues with the use of Spanish in classroom discussions, outside readings, and language review materials. Representative readings in geography, history, and culture broaden students' awareness of the country and its language. May not be taken for credit if an upper-level Spanish course has been completed.

Topics in Foreign Language

Based on student interest, Intermediate French I (FL201), Intermediate French II (FL202), Intermediate Spanish I (FL221), and Intermediate Spanish II (FL222) may be offered.

GEOGRAPHY

GE103 World Geography (3 credits) (G)

An introduction to the discipline of geography as the study of the relation of people to their environment, both physical and cultural. Special attention is paid to the relationship of climate, topography, and natural resources to regional differences in political and economic activities.

GOVERNMENT

GV101 American Government (3 credits)

An analysis of American democratic institutions and the process of American government with emphasis on the decision-making process, including political parties and pressure groups, Congress, the Presidency, the Supreme Court, and voting patterns and behaviors.

GV104 American Foreign Policy (3 credits)

This course examines American foreign policy with a focus on the cultural, political, and economic forces that have shaped it. The course traces the evolution of American foreign policy to establish a context for exploration of contemporary issues and looks at U.S. foreign policy from the perspective of other states in the international community.

GV105 The American Legal System (3 credits)

This course analyzes the American court system, including state, federal, trial, and appellate courts. A text-case method is used to examine the judicial process from the institution of a lawsuit to the appeal of a judgment. This course examines civil, criminal, and constitutional law.

GV301 Selected Topics in Law, Policy, and Society (3 credits)

Prerequisite: EN102 or permission of the Program Director.

This course involves an in-depth exploration of the laws and policies that govern many important and controversial issues in the United States. Students will research, explore, and analyze current policy topics such as health care, education, taxation, and criminal law.

GV311 The American Constitution (3 credits)

Prerequisite: any GV or HI course.

This course will provide an historical overview of the United States Constitution, including its development and evolution through judicial

review and interpretation. This course will analyze both federal and state appellate court decisions in light of the Constitution as well as the impact of these decisions on public policy. The course will also analyze the role of political institutions in the development of policy issues that are constitutional in nature. Topics include a historical overview, the Bill of Rights, judicial review, federalism, separation of powers, the electoral process and an examination of civil rights. Students will read, discuss, and analyze case law and will provide written case briefs for evaluation.

Topics in Government

Based on student interest, topics such as American Political Parties and Elections (GV102), Introduction to International Relations (GV 103), and State and Local Government (GV107) will be offered.

HISTORY

HI101 History of Western Civilization: Beginnings to the Renaissance (3 credits)

This course is designed to give the student a sense of the flow and continuity of history from the dawn of civilization to the Renaissance. Emphasis is placed upon the contributions of philosophy, religion, politics, science, art, and culture through reading, discussion, and media presentations.

HI102 History of Western Civilization: Renaissance to the Present (3 credits)

This course examines the development of European and Third World history from the Renaissance to the present. Emphasis is placed on the intellectual, social, economic, political, and scientific revolutions that contribute to contemporary culture.

HI103 The American Experience (3 credits)

This course surveys various aspects of American civilization from its Native American, European, and African origins to the present. The socio-cultural, political, and economic development of the American experience will be traced, integrating the history of community, family, gender roles, race, and ethnicity. Topics may include the Constitution, democracy, nationalism, sectionalism, slavery, industrialization, immigration, territorial expansion, the idea of the Confederacy, and the politics of Reconstruction. The growing significance of industrial capitalism and wage labor for the American economy, social relations, foreign policy, popular culture, and intellectual life since Reconstruction will be investigated.

HI115 U.S. History Since 1877 (3 credits)

Prerequisite/Corequisite: EN101.

This course examines the social, political, and economic development of the U.S. from Reconstruction to the present. The lives and values of the nation's populations representing different socio-economic and political classes will be investigated utilizing an approach that integrates community, family, gender roles, race, and ethnicity. Major topics include the growing significance of industrial capitalism and wage labor for the American economy, social relations, domestic politics, foreign policy, popular culture, and intellectual life since Reconstruction.

HI121 Early New England History (3 credits)

The first 200 years of the New England experience are examined, beginning with early European contact and ending with the American Revolution. The course places special emphasis on developing an appreciation for and understanding of the techniques of modern social history. Students will focus on the nature and development of the early New England community and the stresses placed upon such communities by outward migration; warfare; religious controversy; and economic, social, and political change.

HI123 History of Boston (3 credits)

The political, economic, and cultural development of Boston from its origin to the present. Topics such as Yankee mercantilism, the anti-slavery movement, ethnic neighborhoods, Victorian lifestyle, the bus-ing crisis, the arts, and recent revitalization will be examined through lectures and, whenever possible, field trips to local sites.

HI125 America in the 20th Century (3 credits)

This course is designed for students who desire to know more about the United States today and how it became what it is. It analyzes political and diplomatic events that have current application. It will devote attention to areas of special interest to many students today: women's history, African-American history, urbanization, the role of ethnic groups, the rise of presidential power and of the federal bureaucracy, the power of corporations, the conflict of economic groups, changing sexual mores, and trends in national values.

HI132 Women in History: The United States (3 credits)

This course will focus on the general condition and accomplishments of women in the United States in selected periods from 1620 to the present. Attention will be given to the lives of ordinary women as well as major women's movements. Current trends in the status of women will be considered.

HI203 World Civilizations to 1500 (3 credits)

This course is a survey of world civilizations from the earliest ones to the principal cultures of the world as an approach to understanding the human condition. A broad range of issues will be considered, including the origins of civilizations; social, political, and economic structures and interactions among different early societies; art, architecture, and cultural production; religion; politics; warfare; education; family life and the role of women and children; and principal legacies to successor societies. Topics may include the first civilizations, including Stone Age developments, ancient African kingdoms, the development of civilizations in the Indus Valley, the Olmecs in Latin America, the Shang Dynasty in China, the Minoans in Greece, the rise of the Mayans, Alexander the Great and Hellenistic civilization, the rise and fall of the Roman Empire, Christianity, the Qin and Han Dynasties in China, the Golden Age of India, the rise of individual Native American cultures, the birth of Islam and the spread of the Muslim empire, the Byzantine empire, Russia, China and the Mongol empire, early Japan, and the Middle Ages in Europe.

HI204 World Civilizations Since 1500 (3 credits)

This course continues the survey of civilizations begun with HI203 World Civilizations Since 1500, examining the development of societies and their interactions over past centuries as an approach to understanding the human condition. It examines both Western and non-Western civilizations prior to the age of European exploration and colonization and then reviews the impact of European expansion on other societies. Topics may include the creation of nation-states in Europe; the spread of the Muslim empire and the development of divisions within it; interactions between the West and Asian, African, Native American, and Latin American societies; the rise of nationalism and imperialism; the nature of political and social revolution; liberalism, industrialism, and the rise of individual rights and democratic forms of government; socialism and Communism; World War I; the period between the two world wars, including the rise of fascism and dictatorships; World War II; the Holocaust; issues of human rights, genocide, and crimes against humanity; the role of the United Nations; the emergence of independent nations in Africa; the Cold War, the Iron Curtain, nuclear proliferation, and the dissolution of the Soviet Union; societies in the modern Middle East and Western intervention in the region; energy, oil, and the environment; American power in the contemporary age and challenges to it; and the rise of international terrorism.

HI210 African American History (3 credits)*Prerequisite/Corequisite: EN101.*

This course surveys the history of African Americans in the U.S. from beginnings in pre-colonial Africa to the present. Topics examining the socio-economic, political, and cultural experience of African Americans in the U.S. include the Transatlantic Slave Trade, slavery, resistance and accommodation, abolitionism, the Civil War, emancipation, Reconstruction, the Great Migration, the Harlem Renaissance, the Civil Rights era, and the status of African Americans in the New Millennium.

HI211 History of Latin America (3 credits)*Prerequisite: EN101.*

This survey of major themes in Latin-American history covers the cultural, socio-political, and economic systems of pre-Columbian empires, Spanish and Portuguese conquest and colonization, the struggle for independence and integration in the world economy in the 19th century, and industrial and agricultural development to the present. Topics include the nature of encounters between indigenous populations, Europeans, and Africans; wars of conquest; colonial socio-political structures; labor systems; revolutions; neocolonialism; and the role of the military in Latin-American politics.

HI300 Colonial Latin America (3 credits)*Prerequisite: EN102.*

This course analyzes in detail Latin America under Spanish and Portuguese colonial rule from early conquest through the independence movements in the 19th century. Focus will be on the socio-economic, political, and cultural forces that shaped Latin America's colonial period and the historical and theoretical issues that arose from the trans-Atlantic encounter and exchange between indigenous, African, mestizo, and European populations. Some topics include the Inca and Aztec worlds, Indian-European confrontations, the Catholic Church and popular religion, patriarchy, racial dynamics and slavery, the development of capitalism, anticolonial struggles, imperial rivalry, reform, and decline.

Topics in History

Based on student interest, topics such as Women and the Law in United States History (HI133) and Current Issues from a Historical Perspective (HI153) will be offered.

HEALTH CARE MANAGEMENT

HM300 Health Care Delivery Systems (3 credits)

Prerequisite: MG201.

This course provides the student with a background of the U.S. health care system, including administration, history and philosophy of public health, health policy and planning, finance, evaluation and assessment of medical care and delivery of services. Social, environmental, and political factors that impact the current health care environment will be explored.

HM310 Healthcare Law and Government Regulations (3 credits)

Prerequisite: HM300 or HM350. (Grade of C or better required for HIM program)

This course provides with a background of the U.S. health care system and basic working knowledge of law and government regulations affecting healthcare. Students explore legal and ethical issues in the operations of healthcare systems, including issues related to medical ethics; informed consents; case tort and criminal law; liability, negligence, and patients' rights; and health care information systems and health information management practices. This course utilizes textbooks, research articles, case studies, and weekly discussions to analyze the health care environment in today's changing world.

HM320 Health Data Structure, Content, and Standards (3 credits)

Prerequisites: HT102, CS101, and 60 credits.

This course focuses on advanced study of methods and techniques used to manage health care data across the continuum of health care, including paper, hybrid, and electronic health records. Emphasis will be placed on documentation guidelines and evaluation of compliance with regulations and health information standards.

HM325 Health Information Communication Technology (3 credits)

Prerequisites: HT203 and 60 credits.

This course provides a comprehensive study of the use of information technology in healthcare. Students will compare and contrast the various methods of communication technology and data security measures in healthcare organizations. Topics covered include data, information, and file structures; data interchange technologies; data security; and data security protection methods.

HM330 Health Information Systems (3 credits)

Prerequisite: HT203 with a grade of C or better.

The course will compare and contrast various clinical, administrative, and specialty service applications commonly used in health care orga-

nizations. Students will explore the concepts of database architecture and design to perform database queries and apply data mining techniques. Topics covered also include project management, the system development life cycle, and human factors and user interface design.

HM350 Classification and Reimbursement Systems (3 credits)

Prerequisite: HM330 with a C or better.

This course will focus on classification systems, terminologies and reimbursement systems, and their use in an Electronic Health Record. Reimbursement systems cover topics from the evolution of health care reimbursement in the U.S. to current methods, forms, and procedures for various payers. This course reviews prospective payment systems, fee schedules, charge masters, and auditing procedures.

HM410 Topics in Health Care Management (3 credits)

Prerequisites: HM300 and HM310 with a C or better.

The purpose of this course is to expose students in more depth to important and current topics in today's health care environment. Topics covered include, but are not limited to: health care information systems and electronic health records, basics of reimbursement systems used in acute care, ambulatory care, home health and long-term care and their impact on providers, principles of performance improvement, and health care marketing strategies.

HM425 Quality Management and Performance Improvement in Healthcare (3 credits)

Prerequisite: HM440 with a grade of C or better.

This course includes advanced study and application of quality improvement tools, evaluation of documentation standards, quality improvement, risk management, and the disease management process. Students will analyze data and create reports to support facility-wide quality initiatives as well as gain an understanding of the importance of case management and critical paths in achieving optimal patient care.

HM430 Strategic Planning and Organizational Management in Healthcare (3 credits)

Prerequisites: HM231 with a grade of C or better, and 60 credits.

This course focuses on developing strategic and operational plans in health care. Students will apply general principles in the administration of health information services. In addition, students will use project management tools to redesign work processes.

HM435 Senior Professional Practice (3 credits)

Prerequisite: Completed all coursework in HIM BS curriculum.

This capstone professional practice experience provides students the

opportunity to integrate knowledge, skills, and behaviors, and professional attributes acquired throughout the curriculum. Students will develop and implement a training program and participate in the project management process.

HM440 Healthcare Statistics (3 credits) (QR)

Prerequisite: HM350 with a C or better.

Students will calculate, analyze, and present data for health care initiatives (e.g., quality management, utilization, and risk management). This course will teach students inferential statistics (such as t-test, ANOVAs, regression analysis, statistical process control, reliability and validity). The course also provides an introduction to research methods and processes.

HEALTH INFORMATION TECHNOLOGY

HT101 Introduction to Health Information Technology (3 credits)

This course includes theories and principles of Health Information Management and technological trends in the field. Topics include the function, content, and structure of health records; health care data sets; health care delivery systems; and ethical and legal issues in HIT.

HT102 Health Care Statistics, Data Analysis, and Quality Improvement (3 credits) (QR)

Prerequisites: HT101 and MA106, with a C or better in each.

This course introduces health care statistics and the application of Performance Improvement tools and techniques, with an emphasis on statistical computation, analysis, and display of data. Students gain a working knowledge of definitions, formulas, data collection and computation methods to determine standard rates, percentages, and averages for health care data. Other topics include Utilization Management, The Joint Commission, and quality and appropriateness of patient care as determined by chart review and analysis.

HT190 Supervised Professional Practice I (3 credits)

Prerequisite: HT102 with a C or better.

Supervised Professional Practice I is a course designed to familiarize the student with professional applications of health information technology theories and practices in acute and ambulatory facilities. In this 120-hour internship, students will have the opportunity to demonstrate and apply knowledge and skills learned in class in a supervised field work environment through functions such as management of medical record content, admission procedures, discharge analysis and abstracting, record control and file maintenance and tumor registry process, use of quality improvement tools, and health care statistics compilation.

HT203 Computer Applications in Health Information Management (3 credits)

Prerequisites: HT101 and CS101 with a C or better in each.

This course provides knowledge of how the evolution of computers has impacted the health care field, with focus on electronic processing methods in the Health Information Management Department. Students will gain knowledge of the impact of the evolution of computer systems in health care and gain hands-on database skills. Topics and project work include concepts and evolution of information systems in health care, system development life cycle, information technology, network fundamentals, security, access, and other current issues surrounding development and use of computerized patient records and electronic data.

HT208 Coding and Classification Systems I (3 credits)

Prerequisite: HT208 with a grade of C or better.

This course will focus on the basic assignment of disease and injury codes from the Interventional Classification of Diseases, Clinical Modification, 10th Revision. Emphasis is placed on accurate code selection and following approved guidelines and coding conventions, and correct sequencing of principal and secondary diagnoses for medical documentation.

HT210 Coding and Classification Systems II (3 credits)

Prerequisite: HT208 with a grade of C or better.

This course will focus on the basic assignment of procedure codes from the International Classification of Diseases (ICD), Clinical Modification, 10th Revision. Emphasis is placed on accurate code selection and following Official Coding Guidelines and coding conventions for medical documentation and reimbursement.

HT212 Coding and Classification Systems III (3 credits)

Prerequisite: HT210 with a C or better.

This course provides instruction in the classification and coding of ambulatory care encounters using Current Procedural Terminology and HCPCS Level II (National) codes. Using workbook exercises and medical reports, students learn to accurately assign CPT codes for all occasions of service and encounters in a physician practice or outpatient care setting.

HT214 Coding and Classification IV (3 credits)

Prerequisite: HT212 with a grade of C or better.

This course integrates and builds on basic knowledge and skills acquired in HT211 and HT212, enhancing skill level through use of clinical case studies. Reimbursement topics include DRG's, APC's RBRVS, Chargemasters and Coding Compliance. Students will gain foundation knowledge of coding for reimbursement through review of

claim forms and exposure to encoding and grouping software.

HT231 Management of Health Information Departments (3 credits)

Prerequisites: HT102 and CS101 with a C or better in each.

Theories, principles, and techniques of managing health information departments are presented in this class. Students gain a thorough understanding of problem solving strategies through participation in a variety of case studies and hands-on exercises. Training with both spreadsheet and HIM specific software is provided including management applications, chart tracking and release of Information functions. Health records in alternative settings are explored, as are current topics such as HIPAA, legal issues, and customer service.

HT251 Health Care Reimbursement Methodologies (3 credits)

Prerequisite: HT213 with a C or better.

The focus of this course is to provide the student with a solid understanding of the relationship and/or uses of coded and health information data to reimbursement in all health care settings and managed care. The course is designed to explore a variety of topics including, but not limited to, current prospective payment systems (PPS), key health care insurance plans, chargemaster data elements and maintenance requirements, regulatory health care compliance, billing practices, and revenue cycle management considerations.

HT282 Medical Coding Professional Practice (2 credits)

Prerequisite: HT251 with a C or better.

This capstone course requires students to demonstrate knowledge and application of coding principles, and provides exposure to automated encoding software and billing systems. Students spend 80 hours coding physician, inpatient, and outpatient cases, and acquiring hands-on experience with DRG's and APC's. Students spend 10 hours on written assignments relevant to the class. The student will receive a pass or fail score.

HT290 Supervised Professional Practice II (3 credits)

Prerequisites: HT190, HT203, HT213, HT231, and LA121, with a C or better.

Supervised Professional Practice II is a competency-based learning experience in acute, ambulatory, and long-term care facilities. This capstone course is designed to assess outcomes of HIT learning objectives through 120 hours of hands-on, supervised field work at health care facilities. Students demonstrate knowledge and skills in legal aspects of health information processing, coding and classification systems, Tumor Registry, integration and use of computer technology in the Health Information Department, and application of principles of management and supervision.

HEALTH SCIENCE

In 1990 Fisher College began an affiliation with Brockton Hospital School of Nursing. The two-year day or four-year weekend/evening nursing program awards all students a diploma in nursing from BHSN. Fisher College also awards an Associate in Science degree to eligible students. BHSN is the only hospital-based nursing school of its kind in Massachusetts. Established in 1897, BHSN has a prestigious reputation in nursing education. The nursing school is an esteemed asset to both hospital and community. Graduates are able to apply for the National Council Licensure Examination (NCLEX) for registered nurses. For information, please see the BHSN academic catalog, www.bhsn.org.

HE101 Human Anatomy and Physiology I (Lab Science) (4 credits)

The focus of this course is to provide a strong foundation for students preparing for a career in nursing. It is an intensive course designed to stress correlations between the structures and functions of the various body systems. Each system discussed is treated from microscopic to macroscopic levels of organization. Topics include: organic molecules, the cell, cellular metabolism, tissues, skin, bones, muscles, the nervous system, special senses, and endocrine system. Homeostatic imbalances that result in disease will be discussed. Laboratory work includes the microscopic examination of tissues, dissections of preserved organ specimens and the cat, and the investigation of various human physiological processes. 3 hours lecture/2 hours lab. Minimum passing grade is a C+.

HE102 Human Anatomy and Physiology II (Lab Science) (4 credits)

Prerequisite: HE101 with a C+ or better.

The study of human organism relating structure and function is intensified in this course. Topics include: blood, cardiovascular system, lymphatic system, respiratory system, digestive system, urinary system, water and electrolyte balance, and reproductive systems. Because this course is designed for nursing students, common health problems will be introduced to explore the underlying concepts of normal function as they apply to the basic processes of pathogenesis. Specimen dissection continues to be an integral part of the course. 3 hours lecture/2 hours lab. Minimum passing grade is a C+.

HE213 Microbiology (Lab Science) (4 credits)

Prerequisite: HE102 with a C+ or better.

This course is designed for nursing students and emphasis is placed on microorganisms that are pathogenic to humans and those which are of public health significance. Class lectures correlate the physiological and biochemical activities of microorganisms with the infectious disease cycle, physical and chemical methods of control, modes of

action of antimicrobials, and the innate and adaptive immune systems. The student will survey causative agents, methods of transmission, mechanisms of pathogenicity, signs and symptoms, diagnoses, and treatments for common and newly emerging diseases. The role of the health-care professional in the prevention of hospital-acquired infections will be a major focus. Laboratory deals with the use of the microscope, aseptic techniques, antibiotic resistance, antibiotic susceptibility, and the physiological, nutritional, and environmental needs of microbes. In addition, medical journals are used to prepare presentations on current research topics in microbiology. 3 hours lecture/2 hours lab. Minimum passing grade is a C+.

HE221 Pharmacology (3 credits)

Prerequisite: HE102 with a C+ or better.

This course will expand the student's knowledge of pharmacological concepts and their significance in the promotion, maintenance, and restoration of health. Emphasis is placed on pharmacokinetic, pharmacodynamic, and pharmacotherapeutic information about the specific drug classes used in providing patient care throughout the lifespan. Pharmacological nursing implications and interventions will be explored. Special areas of study include: the integration of teaching and learning principles into the nursing care plan, the roles of the members of the health care team in the safe delivery of medications, and the legal and ethical nursing considerations of drug therapy and drug administration. 3 hours lecture/1 hour review. Minimum passing grade is a C+.

HONORS

HN200 Second-Year Honors Colloquium (3 credits)

Honors Program Designation, Honors English 101, or Honors English 102.

An in-depth course based upon thematic area of inquiry. Emphasis is placed upon critical thinking, reading, speaking, and writing skills across the curriculum. Students will be asked to synthesize readings that approach the area of inquiry from disciplinary perspectives that will be offered on a rotating basis in the social sciences, natural sciences, humanities, and professional studies. Students will be asked to work with primary as well as secondary research sources. The colloquium will include classroom sessions led by guest speakers and/or Fisher College faculty from diverse disciplines, as well as engage students in outside experiences in Boston when appropriate. Enrollment is limited to members of the Honors Program.

HN350 Third-Year Honors Colloquium (3 credits)

Prerequisite: IS200.

Like the second-year Honors Colloquium, the HN350 course is an

in-depth course based upon a thematic area of inquiry. Emphasis is placed upon critical thinking, reading, speaking, and writing skills across the curriculum. Students will be asked to synthesize readings that approach the area of inquiry from disciplinary perspectives on a rotating basis in the social sciences, natural sciences, humanities, and professional studies. Students will also be asked to work with primary as well as secondary research sources. The colloquium will include classroom sessions led by guest speakers and/or Fisher College faculty from diverse disciplines, as well as engage students in outside experiences in Boston when appropriate. (Enrollment is limited to members of the Honors Program.) The students in this course will work toward a final formal presentation to be delivered to the Fisher Community at the end of the semester.

HUMANITIES

HU102 Introduction to the Humanities: Early Renaissance to the Present (3 credits)

This interdisciplinary course explores the interrelationships of art, music, and literature of Western civilization and the impact of historical events on them. The course covers the Renaissance through the present. Class presentations and discussions will consist of multimedia and assigned readings.

Topics in Humanities

Based on student interest, topics such as Introduction to the Humanities: Beginnings to the Early Renaissance (HU101) and Topics in World Cultures, Past, and Present (HU109) will be offered.

HUMAN SERVICES

HS101 Introduction to Human Services and the Social Welfare Professions (3 credits)

Provides an introduction and orientation to the various human services, such as individual, family, and community needs; intervention; and roles and professions. Introduces the concepts of at-risk populations; assessment of individual, family, and community needs; intervention; and the roles and career options of human services professionals and the various social settings in which they practice. Examines the history and development of human services and the social welfare system in American society. Introduces ethical issues and standards, and discusses the role of the human services professions in promoting social reform and justice.

HS201 Theories of Counseling and Interviewing (3 credits)

Prerequisite: HS101.

Introduces counseling theories, including client-centered, family systems, psychoanalytic, cognitive/behavioral, and multicultural. Students are encouraged to begin developing a personal style and approach to counseling and to deepen their self-awareness of their own motivations, needs, strengths, and limitations as counselors and human service professionals. Issues of cultural diversity within human services will be introduced. Students will explore and review the potential effects of difference in culture, race, class, gender, sexual orientation, and disability in the helping relationship.

HS202 Practice of Counseling and Interviewing (3 credits)

Prerequisite: HS101.

Students will develop a repertoire of basic counseling skills through exposure to counseling theories and practice including experiential exercises, role-playing, and/or actual counseling sessions. Skills taught include: empathy; active listening; reflecting; identifying emotions; open-ended questioning; non-verbal communication; providing supportive, constructive feedback; encouraging self-disclosure; the challenging of discrepancies; helping clients develop problem-solving skills; and identifying core assumptions and beliefs that impact client decision-making and functioning.

HS207 Legal and Ethical Issues in Counseling and Human Services (3 credits)

Prerequisite: HS101.

Examines the moral, legal, and ethical issues encountered by counselors and other human services professionals working in different delivery settings, such as social welfare agencies, child and youth care facilities, schools, health care organizations, criminal justices systems, and other venues. Presents ethical theories, case studies, and past and recent legal decisions impacting the human services professions. Addresses subjects such as the goals, objectives, and standards formulated by professional organizations; certification and licensing; issues of referral, informed consent, due process, and the right to treatment; civil commitment and appropriate treatment in least-restrictive settings; privacy, confidentiality, and privileged communication; client advocacy; the duty to warn and the duty to protect; malpractice; and governmental standards and regulation.

HS301 Crisis Intervention (3 credits)

Prerequisite: HS201.

Examines the history, theory, and methods for dealing with individuals in distress, including intervention in both situational and maturational

crises. The course will include lectures, readings, presentations by practicing crises services professionals, group exercises, and supervised practicum experiences in a crisis intervention venue, such as a call-in center. Students learn essential techniques for assessing, intervening, and referring individuals who are experiencing a variety of crises. Students will become adept at identifying the client's state, moving the client away from crisis, and stabilizing his or her functioning. Crises considered include academic matters, suicide concerns, depression, relationship problems, eating disorders, grieving, sexual identity issues, sexual assault, and disasters. Ethical concerns relating to the use of authority in crisis situations are also reviewed. The knowledge and skills acquired in this course are essential to human services professionals and volunteers in social welfare agencies, mental health centers, disaster relief organizations, hospital emergency rooms, criminal justice settings, psychiatric centers, and other organizations providing services to individuals experiencing acute psychological and emotional distress.

HS303 Substance Abuse (3 credits)

Prerequisites: HS201, HS202, and SC129.

Provides an introduction to the study of the use and abuse of alcohol and controlled drugs, addiction to them, and rehabilitation counseling. Examines the sociological, psychological, and biological bases of abuse and addiction, and the effects of drugs on the brain and normal human functioning. Reviews the most commonly abused drugs and the characteristics of persons most likely at risk for abuse or addiction. Reviews different theories of addiction, including the biological, psychodynamic, social learning, and socio-cultural. Develops skills in intervention, assessment and the administration of screening tests, diagnosis, treatment selection, and referral. Reviews relapse-prevention and community-based education programs. Explores substance abuse policy in the United States in its social, cultural, historical, economic, and political contexts. Examines contemporary debates regarding drug control and legalization.

HS350 Social Science Research and Evaluation (3 credits)

Prerequisites: HS201, HS202, MA107, and MA121.

An introduction to the principal types of research performed by social and behavioral scientists, and especially human services professionals, in discharging their responsibilities. Applied research is emphasized more than pure research. Methods studied include survey techniques, field research, use of descriptive and inferential statistics, simulation modeling, the development of social science hypotheses based on literature reviews, experiments, participant observation, comparative studies, historical analyses, and the measurement and evaluation of programs' effects and outcomes. Ethical issues regarding behavioral

research with human subjects will also be reviewed. Each student will design and carry out a research project.

HS402 Systems and Policies (3 credits)

Prerequisite: HS101, HS201, and HS202.

This course explores the historical, political, and intellectual paradigms that have formed the current social systems in the United States. It critiques how these systems impact the well being and quality of life for people within the social service delivery system. The nature, complexities and structures of the policies that shape and determine how direct practice is carried within various populations is presented. In order to become effective and wide ranging practitioners in the field of human services, students will acquire knowledge in policy content and will develop the skills necessary to influence human services public policy.

HS410 Contemporary Issues in Human Service (3 credits)

Prerequisites: HS101 and 60 credits or permission of Program Director.

This course is an overview of several different topic areas in the field of Human Services. It is meant to expose students to different populations typically served by Human Services professionals, which will broaden the student's perspectives and help them to develop competence and confidence when dealing with diverse client issues. Guest speakers will be invited to speak on different topics throughout the semester.

HS450 Senior Project (3 credits)

The Senior Project is the capstone experience for Human Services majors. Working under faculty direction, students will examine significant areas of research interest and produce final projects, either integrating learning across a broad spectrum of human services needs and concerns, or examining a particular human services issue in great depth. Senior projects typically include identifying major human services problems or issues affecting an individual, family, or community; designing an original research or intervention approaches; implementing solutions; and monitoring and evaluating results. The Senior Project will be a culminating experience, building upon coursework and the internship experience.

HS460 Internship in Human Services (3 credits)

Prerequisites: HS301, HS350, IS210 (Day students), and completion of 90 credits toward Human Services degree or permission of the Program Director.

The internship experience is intended to provide Human Services majors with practical experience in human services setting, allowing students to apply the conceptual and theoretical knowledge they have

gained in the classroom. Faculty directors must approve in advance both the organization or agency in which an internship takes place and a written description, signed by the student's workplace supervisor, of the duties and responsibilities the student will perform. The faculty director will also confer periodically with the workplace supervisor about the student's performance and progress. The experience of the internship should provide the student with a comprehensive understanding of the mission and functioning of the organization or agency at which the internship takes place, and also furnish ongoing opportunities for student interns to interact with client individuals, families, or communities. Note: Prior to participating in an internship, students will be required to have a background check done. Based on the results of the background check, the College reserves the right to preclude students from participating in the internship.

HS461 Internship in Human Services II (3 credits)

Prerequisite: HS460.

This optional internship experience is intended to provide Human Services majors with practical experience beyond the initial Internship (HS460). This additional experience will allow students to explore a different area of Human Services with the intention of exploring their career opportunities. This internship, which must be qualitatively different from the initial internship, must be approved by the Program Director in advance. Similarly to HS460, this additional internship experience should provide the student with a comprehensive understanding of the mission and functioning of the organization or agency at which the internship takes place, and also furnish ongoing opportunities for student interns to interact with client individuals, families, or communities. A weekly supervision-style seminar with student participation is a required component of this course.

Note: Prior to participating in an internship, students may be required to have a background check done. Based on the results of the background check, the College reserves the right to preclude students from participating in the internship.

INTERDISCIPLINARY STUDIES

IS105 The Common Experience (3 credits)

Through the exploration of an academic theme, this course will assist new students in transition to membership in the College community, be challenged with intellectual and creative work that promotes high levels of student achievement, and will engage in curricular and co-curricular learning activities. Core objectives of this course include: forming academic plans, develop learning strategies, career explora-

tion, and connection with the Fisher College and local community.

IS106 Horizons (3 credits) (G)

This course prepares students to be active and knowledgeable participants in a global community, through a combination of experiential and traditional classwork. Students connect with their academic discipline on a global scale by encountering a new culture and exploring the history, customs, commerce, food, literature, art, and attractions through thoughtfully planned and structured activities in the country. This experiential learning opportunity will be complemented by lectures, readings, and discussions.

IS110 Survey of United States Government, Law, and Justice (3 credits)

This course provides an overview of the evolution of government, law, and justice in the United States and will lead the student to an understanding of American democratic institutions and the process of American government. Specific emphasis will be placed on the legal environment of business in the U.S.

IS115 and IS116 Leadership and Service (1.5 credits)

Prerequisite: Permission of Service Learning Coordinator.

Leadership and Service is a course that combines the development of leadership skills with the delivery of a community-based service activity. Students will identify a service need in an area of personal interest, in which skills can be practiced and enhanced while impacting positive societal change. This will be a supervised practicum that will integrate organizational skills and leadership development with a service-based activity. This experience will result in an analytical reflection on the experience, an assessment of the skills used and enhanced, and a critical analysis of the social issue and its context within society. Final presentation of results will be required. This course may be repeated one time only for additional credit. The second experience must be distinct and differ from the first experience.

IS202 Portfolio Development Studies (3 credits)

Prerequisites: EN101 grade of C or better, completion of 24 credits of college-level work, and enrolled in a baccalaureate degree program or permission of Dean of International Academic Operations and Curriculum Development.

The rationale, method, and process of documentation of experiential learning with the final goal of producing of portfolio will be the central theme of this course. The student will begin with the process of self-assessment by summarizing their life experiences and an evaluation of their educational goals. They will then proceed through the entire

process of developing a portfolio, which will be submitted for assessment by the assigned faculty consultant. The student will have the opportunity to integrate prior learning and present experiential learning credit expectations with the goal of developing future learning goals and methods to achieve them. Upon successful completion of IS202, students may independently prepare and submit portfolios for additional courses.

IS205 Mathematical Connections (3 credits)

Prerequisite: MA106.

This course represents an interdisciplinary approach to mathematics, focusing on basic mathematical models in contexts of general interest. Students will learn about and apply historical and modern methods across a variety of fields by solving non-routine problems. Specific applications will include the mathematics of voting, sharing, apportionment, networking, and scheduling.

IS210 Professional Development for Internship (1 credit)

This is a required course for baccalaureate candidates (Day Division) before they register for their required internship. This course will prepare students for the internship experience and future employment by having them complete self-assessment tools to direct their career and internship exploration and objectives. Resources and techniques for finding and evaluating potential internships, as well as future employment, will be reviewed. Professional resume writing, interview techniques, and resume-enhancing strategies will be explored. This course will develop professional communications skills and professional business behaviors. A portfolio will be introduced as a means of cataloging work that identifies a student's demonstrated talents and abilities. Internship policies and requirements will be carefully reviewed.

IS310 Intellectual Journey (3 credits)

Prerequisite: EN102.

This course is an introduction to the broad major philosophical questions raised and theories asserted about human nature and destiny, society, and the universe, specifically in the areas of ontology, epistemology, and ethics. Students will become familiar with the specialized knowledge, skills, and attitudes needed to engage in philosophical discourse through the study of philosophy, literature, and science and apply these understandings to their lives. The class will also be divided into "learning communities": small groups that will be formed early in the course to help students learn to engage in philosophical dialog, discuss readings, and share their own understandings, and write a Credo (a statement of beliefs.)

IS410 History Through Film and Literature (3 credits)

Prerequisite: EN102. In addition, completion of at least one 100- or 200-level literature course is recommended.

This course uses film and relevant literature as a way to study historical topics. Students will identify which historical facts are accurately represented in the film and in what way the filmmaker took liberties. In cases where a film is based on a historical novel, students will determine the historical accuracies of the novel and in what way, if any, the film used creativity to tell its story. Students will also explore the extent to which a film or novel is affected by events and conditions contemporary to when it was made.

IS450 Senior Honors Thesis I (3 credits)

Prerequisites: IS200, 90 credits, and Honors Program Director permission.

The Senior Honors Thesis course is a two-semester capstone experience for all baccalaureate seniors in the Honors Program. Students taking this course examine a substantial amount of research within their chosen topic area, and by the end of the second semester, produce a final written thesis that integrates their research, peer-study reviews, and knowledge of thesis-level writing. Senior Honors Thesis I will focus on research, specifically thesis-focused.

IS460 Senior Honors Thesis II (3 credits)

The Senior Honors Thesis course is a two-semester capstone experience for all baccalaureate seniors in the Honors Program. Students taking this course examine a substantial amount of research within their chosen topic area, and by the end of the second semester, produce a final written thesis that integrates their research, peer-study reviews, and knowledge of thesis-level writing. Senior Honors Thesis II will focus on the writing of the thesis. This second half of the course will, like the Senior Honors Thesis I, incorporate peer-review. This course will also provide training in thesis writing.

INTERNSHIPS (not required – may be taken as free electives)

IN203 Internship (120 hours) (3 credits)

The 120-hour internship allows students to combine academic study with on-the-job experience in the workplace before receiving their degree. Students are provided with supervised training in their field of study or a related academic area at an approved location. The primary purpose of the student's position must be substantive work based on sound academic principles that support the student's goals and the learning outcomes stated in the student's degree program or a related academic area. An on-campus seminar is required. This internship is offered as a free elective and may not be taken in place of a degree

program's required internship. This course may not be repeated for credit but may be repeated once for a higher grade.

IN412 Internship (480 hours) (12 credits)

The semester internship is specifically designed to enhance the learning experience through in-depth application of classroom knowledge and skills through job-related experiences. Students are actively employed in an area related to academic training and career objectives in their chosen career field. Students will engage in substantive work based on sound academic principles that support students' goals and the learning outcomes of their degree program. Students who intend to complete a semester internship may petition their Program Director to waive the required program internship. An on-campus seminar component is required. Students who secure an internship or reside at a location that would prevent them from attending on-campus seminars may apply for a Distance Internship. This course may be taken one time only and may not be repeated for a higher grade.

LAW**LA107 Criminal Law (3 credits)**

This course introduces students to the nature and classification of crimes, defenses, and special doctrines controlling the disposition of criminal matters within the judicial system. In addition to text materials, students use edited cases to analyze and define specific criminal offenses.

LA121 Law and Ethics of Health Care (3 credits)

This course analyzes the legal and ethical concepts in health care administration. Topics include the physician/patient relationship, privacy, confidentiality, medical malpractice, and informed consent to treatment. Students are assigned case studies and specific readings.

LA134 Introduction to Family Law (3 credits)

Students will use the text-case method to analyze both the statutory code and case law governing marriage, divorce, adoption and child custody. Students will also analyze and draft a variety of probate documents surrounding family law, including antenuptial and separation agreements and financial statements.

LA141 Real Estate Law (3 credits)

An analysis of the legal aspects of transferring real estate including the essential documents: the offer, acceptance, purchase and sale agreement, mortgage and promissory note forms, and deed preparation. Forms of ownership, warranties, and title examination practices are also examined.

LA190 Paralegal Internship (3 credits)

Prerequisite: LA207.

A supervised work experience (minimum of 120 hours) for senior paralegal students, in a legal environment, providing an opportunity to apply the learning outcomes of prior course work. Formerly titled Legal Assistant Internship. A 2.0 overall cumulative grade-point average is needed.

LA203 Law Office Management (3 credits)

Prerequisite: Completion of one-half of the credits required for a certificate or degree, including GV105 and CS101 or a keyboarding skill of 40 WPM.

An examination of the responsibilities of both the legal office assistant and paralegal, including the preparation and processing of legal documents, time management, the attorney/client relationship, and the nature and role of law office employees.

LA204 Business Law (3 credits)

Prerequisite: EN101.

This course is an introduction to the fundamental concepts, principles, and rules of law that apply to business activities. The course presents the legal concepts governing the conduct of business from a managerial perspective, including the two legal foundations of business: contract and tort law, sales, agency, partnerships, and corporations. Specific focus is also given to employment law, equal opportunity in employment, and dispute resolution.

LA205 Legal Research and Writing I (3 credits)

Prerequisites/Corequisites: EN101 and GV105.

Students are trained to use a law library to solve basic problems in legal research. With the use of reporters, citators, codes, and commentaries found in books and electronic databases such as CD-Rom and the Internet, students develop effective legal research techniques and strategies. Students also practice the mechanics of effective legal writing by drafting various legal documents including case briefs.

LA206 Legal Research and Writing II (3 credits)

Prerequisite: LA205.

This course continues with further examination of legal research tools.

Students will build on the knowledge gained in LA205 Legal Research and Writing I. Emphasis will be placed on writing legal arguments for interoffice use as well as in court.

LA207 Litigation Support (3 credits)

This course introduces students to the nature and classification of crimes, defenses, and special doctrines controlling the disposition of criminal matters within the judicial system. In addition to text materials, students use edited cases to analyze and define specific criminal offenses.

LA210 Wills, Estates, and Trusts (3 credits)

Prerequisite: EN101.

This course is an introduction to the concepts and rules of law pertaining to estate planning. Special focus will be given to the legal requirements for wills, codicils, and trusts. Students will be instructed on the preparation and administration of these legal documents.

LA305 Understanding Hospitality Law (3 credits)

Prerequisite: TH225 or LA204.

Recognize and minimize the legal liabilities facing a hospitality facility. Students gain a necessary understanding of the basic foundations and principles of the laws affecting the hospitality industry. Actual cases are reviewed, analyzed, and discussed.

LA401 Employment Law and Labor Relations (3 credits)

Prerequisites: MG202 and LA204.

This course is designed to increase the students' awareness of legal issues they will encounter in the extensive and growing body of law regulating the employment relationship and influencing virtually every area of the field of Human Resource Management. Students will explore, analyze and interpret various aspects of laws surrounding current employment issues. Topics to be discussed include: employment contracts, wrongful discharge, Title VII of the Civil Rights Act, Employment Retirement Income Security Act, workplace safety and security, the function of the National Labor Relations Board, and human resource practice.

Topics in Law

Based on student interest, topics such as Introduction to Wills, Estates, and Trusts (LA105) will be offered.

MANAGEMENT

MG120 American Business in the Global Economy (3 credits)

This course will survey the opportunities, challenges, social respon-

sibility and ethics of American business in a global economy. The student will acquire a broad overview of American and international business, with an emphasis on management, marketing, accounting, finance, human resources, advertising, operations, production, information systems, and the international interdependence of business in the global village.

MG190 Business Administration Internship (3 credits)

Prerequisite: Completion of at least one-half of the credits required for a certificate or degree.

A supervised work experience (minimum of 120 hours) for business students in a business environment, providing an opportunity to apply the learning outcomes of prior course work. An overall cumulative grade-point average of 2.0 is needed.

MG201 Principles of Management (3 credits)

This course will introduce students to the principles, concepts and techniques involved in the four basic functions of management: planning, organizing, leading, and controlling. A historical review of management theories and philosophies will be included. Special emphasis will be placed on individual and group behavior, communications, leadership, motivation, culture, and ethics as they relate to management practices and the decision making process.

MG202 Human Resource Management (3 credits)

This course explores the human resource management function in an organization and focuses on the development of knowledge and skills that all managers and leaders need. The course will focus on such subjects as the human resources planning process, selection and hiring, equal employment opportunity law, labor relations, compensation, training, performance development, and evaluation. The emphasis is placed upon developing and maintaining an effective environment of the mutual benefit of the employees and the organization.

MG207 Customer Service (3 credits)

This course examines excellence in service as the competitive edge in today's business environment. Emphasis is placed on learning how to respond to complex customer expectations, identifying the challenges of customer service, formulating a plan for success, and exceeding customer expectations. Practical techniques for achieving customer satisfaction are integrated throughout the course.

MG220 Introduction to Sports Management (3 credits)

Students will gain information and understanding of the various practices associated with sports administration and management.

The scope, principles, issues, and trends within the multi-billion dollar sports industry will be explored. The job responsibilities and competencies required of managers in sports-related industries and careers will be introduced and developed. An overview of the different aspects and careers that are available within the field of sports administration and management will be identified.

MG301 Public Administration (3 credits)

Prerequisite/Corequisite: GV101.

The purpose of this course is to develop a thorough knowledge of the issues, topics, methods, and requirements students will encounter managing and administering in the field of public administration in the 21st century. The fundamentals of public administration will apply to students and practitioners who are interested in becoming department managers and supervisors in various areas of government and not-for-profit service. It also provides background and history about the public sector for line managers to appreciate why the field functions as it does.

MG303 Managerial Communications (3 credits)

Prerequisite: MG201, HT231 or FM220.

This course focuses on communications for managers and the activities they perform. The student is presented the opportunity to develop clear and concise written and oral responses to a variety of situations in a business setting. The management topics of communications strategy, business writing, listening, nonverbal communications, conflict resolution, negotiating, cross-cultural communications, and oral presentations will be emphasized. Additional study will focus on each student creating and maintaining an e-portfolio of his or her educational experience and progress.

MG304 Leadership and Ethics (3 credits)

Prerequisite: MG201 or FM220.

In this course, students will learn the theories, qualities, and characteristics that define leadership. They will learn how to distinguish between management and leadership and understand the value and significance of leadership within an organization. Students will understand the influence of significant others, particularly leaders, on ethics in the business environment. A foundation in the classic theories, principles, and concepts of ethics will be provided. A comprehensive consideration of ethics in the business world and the moral and ethical implications for professionals will be examined. Diverse views on leadership, ethics and the connection between them will be explored.

MG315 International Management (3 credits) (G)

Prerequisite: MG201 or FM220.

International Management introduces the student to the unique challenges of working for a multinational corporation. Students develop knowledge in managing across borders where higher levels of sophistication are needed in the marketing, operations, human resources, and financial management disciplines. Comparisons among political, economic, and technological environments are examined. Students examine the impact of culture on communicating, motivating, and leading in international settings.

MG320 Principles of Ethics and Leadership in Sports Management (3 credits)

Prerequisites: EN102, and MG220 or MG 201.

In this class, students will learn the theories, qualities, and characteristics that define leadership in athletics. They will learn how to distinguish between management and leadership and understand the value and significance of leadership within an athletic organization. Students will study ethical issues in sports, including use of performance enhancing drugs, cheating and deception, violence, the role of a coach as an authority figure, whether sports build moral character, and the nature of sportsmanship. Diverse views on leadership, ethics, and the connection between them will be explored.

MG321 Organizational Behavior (3 credits)

Prerequisites: MG201 or FM 220, and PS101.

This course examines individual, group, and organizational behavior within various business settings in a culturally diverse workplace. This course provides future managers with the basic information about people and their behavior within the context of an organization. Topics covered include management and leadership theory, motivation, employee coaching, counseling and evaluation, conflict and stress management, working with teams, communication theory and strategies, and organizational structure and development. Throughout this course, students will work individually and in teams on cases and business simulations.

MG322 Leadership Development (3 credits)

Prerequisites: MG201, HT231 or FM220.

Students work in a multi-approached environment to develop leadership skills and capabilities. Readings and assignments emphasize the characteristics of great leadership. Lectures and discussions explore leadership development. Leadership theory from an individual, team, and organizational perspective are explored in detail. Developing team leadership and conflict resolution skills will be accomplished through team exercises. Students will develop through self-assessments,

change agent skills, and visionary leadership skills. The learning experience culminates in a six-week leadership portfolio project.

MG350 Entrepreneurship (3 credits)

Prerequisites: AC122, MG201, MG202, and MK201.

Students will explore entrepreneurship and small business management with a focus on achieving and maintaining a sustainable competitive advantage as a small business. Topics covered include: global opportunities; service, quality, and technology in the planning and managing a small business; financial and legal management; and marketing the new product or service as well as the impact of the financial crisis on small business management. The process of developing a business plan will be discussed; emphasis will be placed on the importance of a well-written executive summary.

MG390 Management Internship (3 credits)

Prerequisite: IS210 (Day students), and minimum 60 credits or permission of Program Director.

This supervised practicum will allow students to integrate academic theories into a business setting. The internship will provide students with practical work experience to complement their academic experience. They will be introduced to an industry or setting and a functional area of an established business. They will develop an understanding of their department's position within the organization and how the various business units are integrated to meet organizational objectives. They will also learn practical and marketable business skills associated with an entry-level business position that will prepare them for future employment. This will include hands-on experience with current business software, tools, processes, and responsibilities.

MG410 Contemporary Issues in Human Resource Management (3 credits)

Prerequisites: MG202 and completion of 90 credits toward Management degree.

This advanced course is designed to further explore the ever-changing demands of the human resource function. By identifying, analyzing, and discussing topics that impact the field, students will be prepared to face the diverse challenges facing human resources today. Topics to be discussed include, but are not limited to: strategic role of human resources, appearance prejudice, AIDS, an aging workforce, diversity, gender, nepotism, occupational stress analysis, interpersonal relations, workplace safety and security, smoking/drug/alcohol policies, violence in the workplace, creative recruitment strategies for a competitive marketplace and management of change including outsourcing, mergers, and acquisitions.

MG415 Sport Facility and Event Management (3 credits)

Prerequisite: MG220.

This course takes a comprehensive look at the discipline of facility management and event planning/operations within the field of sport management. Focus is placed on the applications of facility operations and event management principles and concepts to organizations in youth, collegiate, and professional sports. Students will become familiar with management techniques and strategies required for successful planning, promotion, implementation, and evaluation of special events within a sport context.

MG421 Leading Public Organizations (3 credits)

Prerequisites: GV101 and MG301.

The purpose of this course is to develop a thorough knowledge and understanding of the many characteristics in public sector management relative to the role of leadership in a political context. Leadership balances theory with real-world applications using a practical, skill-building approach. The focus will be on the difference between administration and leadership with emphasis placed on the distinction between executive and leadership roles.

MG425 Topics in Leadership (3 credits)

The Topics in Leadership course will present students with a review and analysis of historical as well as modern leadership theories and case studies. Readings will consist of current academic and popular writings from respected experts and leaders as well as a study of some of the most significant leaders and leadership writings from the past. Through reading and analyzing these leaders and leadership writings, students will gain an understanding of them and their contribution to the study of leadership.

MG435 Operations Management (3 credits)

Prerequisites: Completion of 90 credits required for the Management degree or permission of Program Director.

This course introduces the student to the primary tasks, duties, and responsibilities of a firm's operating units. Strategies, tactics, and their impact on marketing and finance are examined. Students learn how the operations management process transforms human, physical, and technological resources into finished products and services. The focus of operations management is decision-making at the operating level of the firm.

MG441 Business Policy and Strategic Management (3 credits)

Prerequisite: Completion of 90 credits required for the Management degree.

In this course students learn strategy analysis. Through case studies, students analyze problems in formulating, implementing, measuring,

and adjusting strategy to ensure profitability and/or effectiveness in organizations. The course incorporates team-based projects, which are intended to provide a practice-oriented emphasis, enabling students to build knowledge and skills to better understand how organizations function and succeed.

MG450 Senior Project (3 credits)

Prerequisites/Corequisites: IS210, MG435, MG441, and senior standing.

The Senior Project is the capstone experience for the Bachelor of Science in Management degree. Students taking this course examine a significant area of research interest and by the end of the term produce a final project that integrates learning across the management curriculum. Field studies, consulting projects, business planning projects, and traditional research studies are potential projects developed by students with faculty advisors. The components of this process include: formulating the problem, developing an implementation plan, selecting and using the appropriate methods for gathering data, analyzing and interpreting the data, and reporting the findings and their significance.

Topics in Management

Based on student interest, topics such as small business and international business relations will be offered.

MARKETING

MK201 Principles of Marketing (3 credits)

The objective of this course is to familiarize the student with the scope, terminology, and procedures of marketing in a modern firm. The various elements of marketing — pricing, promotion, distribution, and product planning — are carefully analyzed. Consumer motivation and the diffusion and adoption of new goods and services are studied.

MK220 Consumer Behavior (3 credits)

Prerequisite: MK201.

This course provides a framework for understanding individuals as consumers—the core of all marketing strategy. Through an understanding of consumer psychology, students will examine how consumer behavior can be influenced or changed by marketing activities. Students will apply relevant theories from psychology, sociology, and other behavioral sciences and examine how these predict consumer behavior. This course will provide students with the frameworks to better understand consumers and develop marketing strategies.

MK301 Marketing Research and Analysis (3 credits)

Prerequisite: MK201.

This course focuses on and examines the critical need for customer and market information and the tools and methods available to collect and analyze that information. Topics include identification of information needs, market and consumer analysis, methodology for collection of information, and analysis of data relative to marketing issues. Students will review data and key marketing concepts to learn more about marketing research tools and uses. Use of the Internet will also help demonstrate how to gather market research data more quickly and efficiently.

MK302 Brand Strategy (3 credits)

Prerequisite: MK201.

This course will provide a thorough understanding of branding principles and strategies. The role of brands and branding will be examined both from a managerial and a consumer perspective. The course will examine how consumers make use of brands and develop brand meaning through everyday consumption practices. This course also examines how to build brand equity, measure brand equity, formulate brand strategy, as well as other marketing issues.

MK303 Social Media and Digital Strategies (3 credits)

Corequisite: MK201.

This course offers a comprehensive look at, and understanding of, social media marketing (SMM). Students will focus on some of the largest social media platforms (Facebook, YouTube, and Twitter) as well as emerging platforms such as Instagram and Pinterest. Emphasis is placed on an examination of how SMM is increasingly used in developing successful brand and marketing communications strategies. Class time will be used for analytical and critical discussion of current social media concepts and best-practice applications. In addition, students will tap into important branding and consumer behavior fundamentals that are central to the success of social media strategy.

MK310 Integrated Marketing Communications (3 credits)

Prerequisite: MK201.

This course will explore the components of an integrated marketing communications plan. Integrated marketing communications refers to the coordination and integration of all marketing communications to ensure a consistent message and maximize impact on customers. Students will study the primary marketing communications and promotional tools of advertising, sales promotions, direct marketing, Internet marketing, and public relations. Students will develop skills in each of these areas through the creation of an integrated marketing campaign utilizing these promotional tools.

MK330 E-Marketing (3 credits)

Prerequisite: MK201.

Students develop a conceptual and practical understanding of how information technology enables new forms of marketing to radically reshape the marketing function. Students gain exposure to the theoretical concepts of marketing in a global, e-commerce marketplace. This course analyzes and creates an understanding of the various technological factors that are likely to impact marketing in the future, as well as the implications of technology.

MK340 Sports Marketing, Media, and Public Relations (3 credits)

Prerequisite: EN102.

This course is designed to provide an in-depth examination of marketing communication principles. Marketing techniques and their unique application to the sport industry will be explored. Emphasis is placed on the integrative nature of sport promotional campaigns as well as on building and maintaining effective media relations. The complex and diverse nature of marketing and public relations will be examined from a strategic sport marketing perspective. This course includes writing for the media, public relations, and business communications as they apply to professional, amateur, and youth sporting events.

MK420 Marketing Management (3 credits)

Prerequisites: MK201 and MK301.

This advanced marketing course focuses on the application of the marketing process and the development of marketing strategy. Through the use of case studies and exercises simulating actual business settings and marketing challenges, the course will develop skills in marketing decision-making, critical analysis, and communication. The course covers topics such as techniques for understanding market analysis, marketing strategy, and marketing implementation.

MK450 Senior Project (3 credits)

Prerequisite: Completion of 90 credits toward the Management degree or permission from the Program Director.

Senior Project is the capstone experience for the Bachelor of Science in Marketing degree. With the guidance of a faculty member, students will develop a research or experiential project that will demonstrate the knowledge and skills expected upon completion of the major. Satisfactory completion of this project, including a written and oral presentation, will demonstrate a solid understanding of the major. Students will gain confidence and skills to work with existing and emerging topics from the professional field, to do independent research and complex problem solving, and to communicate effectively.

MK460 Internship (3 credits)

Prerequisites: IS210, and completion of 90 credits in the Management degree or permission from the Program Director.

This supervised practicum is designed to provide students with an opportunity to apply marketing concepts through an approved internship. The integration of professional and academic experience provides a unique opportunity to apply knowledge gained in the classroom with practical work experience. This course offers students an individualized educational experience through the study of a structured employment situation. Under the guidance of the workplace supervisor, students will engage in specific, solvable, marketing problems that face the corporation or organization.

MATHEMATICS

MA003 Fundamentals of Algebra (3 credits)

Prerequisite: Placement Test.

This course is designed to prepare students for college-level mathematics by strengthening number sense, basic algebra skills, and introductory problem-solving techniques. Topics will include a detailed review of the properties and arithmetic of real numbers; converting between fractions, decimals, and percents; variable expressions; linear equations; and basic applications. This course may not be applied to a certificate or degree program.

MA106 Elementary Algebra (3 credits)

Prerequisite: MA003 with a C- or better or Placement Test.

This course is a continuation of MA003. Topics include a review of introductory algebra concepts, polynomials and their properties, factoring methods, rational expressions, radical expressions, and an introduction to quadratic equations. May not be taken for credit if MA107, MA117, MA191, or MA192 has been completed.

MA107 College Algebra (3 credits)

Prerequisite: MA106 with a C- or better or Placement Test.

This course is a continuation of MA106. Topics include a review of elementary algebra concepts, applications of linear and quadratic equations and inequalities, properties of functions, polynomial functions, the Fundamental Theorem of Algebra, and exponential and logarithmic functions. May not be taken for credit if MA191 or MA192 has been completed.

MA117 Finite Math (3 credits)

Prerequisite: MA106 with a C- or better or Placement Test.

This course is designed for students pursuing degrees in the manage-

rial, life, and social sciences. Topics include applications of systems of linear equations, matrix algebra, linear programming, basic finance, set theory, and probability. This course provides an alternative to the traditional pre-calculus curriculum and is not a preparation for calculus.

MA121 Basic Statistics (3 credits) (QR)

Prerequisite: MA106 with a C- or better or Placement Test.

This course is an introduction to the basic elements of pre-calculus statistics. Topics include descriptive statistics, basic probability, probability distributions, the Central Limit Theorem, and an introduction to statistical inference.

MA130 Mathematics for the Health Sciences (3 credits)

This course provides a review and understanding of basic college level mathematics concepts for nurses and others in health science careers who do not intend to progress to college algebra or other conceptual courses in mathematics. The emphasis in the course is on developing practical skills using basic mathematics to solve practical problems in the context of the health sciences.

MA191 Applied Calculus I (3 credits)

Prerequisite: MA107 with a C- or better or Placement Test.

This course is an introduction to the techniques and applications of differential calculus. Topics include a review of functions and their properties, limits, continuity, the definition of the derivative, differentiation techniques, related rates, curve sketching, optimization, and derivatives of exponential and logarithmic functions. May not be taken for credit if MA192 has been completed.

MA192 Applied Calculus II (3 credits)

Prerequisite: MA191 with a C- or better.

This course is an introduction to the techniques and applications of integral calculus. Topics include a review of differentiation, indefinite and definite integrals, the Fundamental Theorem of Calculus, integration techniques, and applications. Additional topics will be selected from differential equations, multivariable calculus, sequences and series, and tests of convergence.

MA221 Statistical Data Analysis (3 credits)

Prerequisite: MA121 (C- or better) and MA130, or Placement Test.

This course is an in-depth examination of statistical testing methods as they apply to data analysis. Topics include a review of descriptive statistics, probability distributions, confidence intervals, hypothesis tests, correlation and regression, parametric tests, and analysis of variance. Students will apply techniques frequently used in quantitative

research and data analysis. Statistical software will complement the use of computational formulas. Math Lab fee will be applied.

MEDICAL ASSISTANT

ME102 Administrative Procedures for the Medical Office (3 credits)

This course is focused on the administrative aspects of the medical office setting. Topics of instruction include history of medicine, medico-legal issues, telephone procedures, patient reception, appointment scheduling, correspondence and mail management practices, medical records management, filing, accounting systems, billing and collecting, insurance billing, travel arrangements and professional reports, drugs and prescriptions, and office and personnel management practices. Resume writing and job interview techniques are also included. This course has hands-on approach based on student practice software.

ME190 Medical Assistant Internship (4 credits)

Prerequisites: ME205 and ME206 with a C or better, and ME102.

Prerequisite/Corequisite: ME213.

A practicum experience (minimum of 160 hours) in physician offices, clinics, accredited hospitals, and health maintenance organizations (HMOs) for seniors in the Medical Assistant program.

ME201 Medical Terminology (3 credits)

A course designed to instruct the student in the most common roots, prefixes, and suffixes in medical terminology, thus enabling the student to combine these forms with insight and understanding. Emphasis is placed on definition, pronunciation, and spelling of medical terms relating to each body system. Medical terminology for surgical procedures, abbreviations and their meaning, and drug therapies are also included in the course.

ME205 Clinical Assisting I (3 credits)

Prerequisite: SC101 with a C or better. Prerequisite/Corequisite: SC102.

This course is focused on the clinical aspects of the medical office setting. Topics of instruction include basic laboratory procedures in hematology, serology, urinalysis, venipuncture, medical microbiology, collection and handling of specimens, sterilization and disinfection techniques. Application of medical asepsis and infection control in the medical office is highly emphasized.

ME206 Clinical Assisting II (3 credits)

Prerequisites: SC102 and ME205, with a C or better.

Students receive instruction in vital signs, patient examinations, specialty examining and procedures, minor office surgery, radiology,

pharmacology, electrocardiology, and emergency medical procedures. Students become certified in CPR.

ME213 Medical Insurance Billing (3 credits)

Prerequisite: SC102 or SC129/Corequisite: ME201.

This course introduces the student to the major medical insurance programs and guidelines for submitting health insurance claim forms. It also gives the student a foundation of knowledge in diagnostic coding and procedural coding. Additional instruction is received in hospital insurance billing and electronic claims transmission. Legal issues relating to medical insurance claims are also discussed. This course has a hands-on approach based on student practice software.

ME225 Medical Record Transcription (3 credits)

Prerequisites: ME201 and SC102, SC129 or SC130.

This medical language course develops basic transcription proficiency by integrating spelling, grammar, and medical terminology with typing and word processing applications. Includes instruction in the use of transcription equipment, reference material, formatting various medical reports, production, and accuracy standards. A portion of the course is devoted to the student's use of word processing equipment.

ME230 Electronic Health Records (EHR)

Prerequisites: ME201 and SC102.

This course will provide students with a foundation in electronic health records (EHR). Students will learn the fundamental principles for creating and maintaining an EHR using training software. Special emphasis will be placed on learning how to document all medical office procedures accurately in simulated electronic health records.

NURSING**NU300 Concepts of Professional Nursing Practice (3 credits)**

This course facilitates the transition of the Registered Nurse to baccalaureate education and practice through an exploration of the responsibilities, ethics, and values of the profession. The mandates of professional nursing organizations and their influence on practice will be explored. Students' skills in critical thinking, communication, and ways of knowing will be enhanced. This course is conceptualized as a shared responsibility in the learning process with class, individual, and group participation, leading to personal and professional development.

NU310 Nursing Informatics (3 credits)

The purpose of this course is to enable RN students to access information from a variety of sources to support decision-making in practice

as well as acquire technological skills to implement quality improvement initiatives. Through active learning, this course guides students through a number of commonly used technologies and information systems and enables evaluation of those systems. Ethical issues related to data security, regulatory requirements, confidentiality, and clients' rights to privacy will be explored.

NU320 Physical Assessment and Health Promotion Across the Lifespan (3 credits, 2 hours lab/week)

This course focuses on formalizing and expanding the existing health assessment skills of the practicing RN. In addition to concepts and theories of health and health promotion, influences of heredity, culture, environment, genetics, and other risk factors will be explored. Communication/interviewing as the cornerstone of assessing patients from birth to senescence will be addressed. Practice lab is a required component of this course.

NU335 Pathophysiology and Applied Pharmacology (5 credits)

This course builds on prerequisite biologic science courses and the RN's knowledge of pathophysiological and pharmacologic principles. Etiology, pathogenesis, and clinical manifestations of selected health problems across the lifespan in diverse populations will be studied. The efficacious use of pharmaceutical agents is discussed in context with nurse and patient roles in administration and adherence. The complexities of pharmacotherapy and interactions between food, environment, and the physical and mental states of the patient will be considered along with social, economic, and genetic factors that influence treatment and symptom management.

NU 340 Nursing Research for Evidence Based Practice (3 credits)

This course introduces the student to principles, methods, and processes of inquiry for evidence-based practice. Content includes how research contributes to the development of nursing knowledge, improves nursing practice, supports design of nursing systems, and enhances education and professional accountability. Successful students integrate reliable evidence from multiple ways of knowing into practice to achieve improved patient outcomes.

NU420 Seminar in Nursing Leadership (3 credits)

In this seminar course, selected interdisciplinary theories and concepts of leadership and organization will be analyzed and applied from various nursing perspectives. Since effective leadership is based on awareness of self and others and skillful communication, students will explore the dynamics of quality improvement and safety in the health-care delivery system while simultaneously building on existing com-

munication skills to master those required for leadership.

NU440 Population Health in the Community (6 credits, 15 hours lab, 60 hours clinical)

This course presents the RN student with insight into population-focused care, emphasizing community assessments, interventions, and culturally sensitive care for families, groups, and communities. Epidemiology, public health principles, and community nursing roles are also explored. In practicum, students work collaboratively within agencies to address population-focused issues.

NU450 RN to BSN Capstone (6 credits, 90-hour practicum)

The capstone course is conceptualized as a practicum experience that requires clinical integration of previous learning. The student will select one of three areas (management, practice, or education) for concentrated study and complete a project that will demonstrate the Essentials of Baccalaureate Nursing Practice. The practicum will be designed in collaboration with a faculty member and clinical preceptor for execution in an appropriate clinical setting.

PHILOSOPHY

PH101 Introduction to Philosophy (3 credits)

This course is designed as a "topics-based" introduction to philosophy. It focuses on important philosophical questions and examines what historical and contemporary philosophers and other writers have said about them. The course will address such topics as the uses of logic, the relation between the mind and the body, questions of human freedom and justice, the nature and existence of the divine, and the foundations of morality.

PH103 Ethics (3 credits)

This course examines major theorists and theories in the field of applied ethics. Students will explore how these theories apply to contemporary moral issues, both societal and individual, such as gene altering, abortion, capital punishment, euthanasia, sexual relations, cheating, animal testing, and business conduct.

PH123 Introduction to World Religions (3 credits) (G)

This course examines the history, beliefs, doctrines, and contemporary practices of the world's most influential religions. Religions studied include Hinduism, Buddhism, Daoism, Confucianism, Judaism, Islam, and Christianity.

Topics in Philosophy (3 credits)

Based on student interest, topics such as Philosophy of Religion (PH121) will be offered.

PSYCHOLOGY

PS101 Introduction to Psychology (3 credits)

An introduction to the scientific study of behavior. The introductory readings and lectures demonstrate how psychology emerged as a distinct social science. The following areas are studied: research methods, the nervous system and its relationship to behavior, the sensory processes, learning, cognition, testing, and individual differences. This course will also introduce more complex areas such as personality development, psychopathology and social influence.

PS102 Psychology of Personality (3 credits)

Prerequisite: One Psychology course.

This course provides an introduction to personality theory and will explore current issues surrounding that theory from an interdisciplinary perspective. Application of theory will be made to examples and situations from the student's own experience.

PS103 Child Development (3 credits)

This survey course examines the cognitive, emotional, social, and physical development of children from birth to 8 years of age. Child development theories, as well as empirical research relating to each area of development, will be discussed. Emphasis will be placed on the characteristics of healthy environments that promote optimal child development.

PS105 Human Development (3 credits)

This course will introduce the student to the life-cycle study of human development from conception to death. It will examine physical, emotional, and cognitive development at each significant developmental stage. This life-cycle approach will emphasize the works of Elkind, Erikson, Piaget, and Levinson.

PS133 Psychology of Women (3 credits)

This course will focus on recent theories proposed to help explain the psychological development of women, including dominant vs. subordinate group, reproduction of mothering, moral development, self-in-relation, and epistemological development. Students will learn the basic tenets of each theory to determine the validity of these development theories in their own lives.

PS203 Psychology of Sport (3 credits)

Prerequisite: PS101.

This course provides students with an opportunity to learn and apply practical and theoretical information to the psychology of sport. Some dimensions of sport psychology, such as anxiety; aggression arousal; motivation; and leadership; and the effects of these upon such groups as the elite athlete, the female athlete, the youthful athlete, and the recreational athlete will be addressed. Other topics such as performance enhancement, the healthy lifestyle, and clinical and professional issues, are likely to be investigated.

PS208 Abnormal Psychology (3 credits)

Prerequisite: PS101.

Beginning with an effort to define normal and abnormal behavior, this course will trace the historical efforts to understand the deviations from normal behavior and the causes of mental illness. The course will conclude with a description of diagnostic and therapeutic procedures used to treat mental illness.

PS210 Statistics for Psychology (QR)

Prerequisites: MA106 and PS101.

This course is an introduction to basic concepts of measurement and statistical analysis, with special emphasis on statistical techniques used in psychology and other behavioral and social science research. Specific procedures that will be covered include descriptive statistics, probability and inferential statistics, correlation and regression, parametric and non-parametric tests, and analysis of variance. Statistical analysis software complements the use of computational formula.

PS211 Research Methods in Psychology

Prerequisites: PS210 and EN102.

This course will focus on research methods in psychology. Students will learn how to identify, conduct, and critically evaluate qualitative and quantitative studies used throughout the psychological sciences. There will be an emphasis on evaluating how studies test hypotheses and theories, and determine how to resolve conflicting findings. Students will learn how to conduct literature reviews and write scientific research reports in APA style.

PS212 Psychology of Learning (3 credits)

Prerequisite: PS101.

This course will provide students with grounding in both traditional and current principles of learning. Students will be introduced to a broad range of learning theories, including behaviorist, social cognitive, and developmental. The work of Skinner, Thorndike, Watson,

Hull, Piaget, Vygotsky, and other learning theorists will be discussed and examined. Social learning, modeling, self-efficacy and self-worth, memory, motivation, and emotion in learning will also be addressed. There will also be a discussion on constructivist and contextual views of learning. Students will examine the potential of each theory for vocational choices and interests.

PS220 The Psychology of Motivation (3 credits)

Prerequisites: PS101 and EN101.

This course examines the theory of and research in motivation. Motivation will be examined from biological, learned, cognitive, and multiple perspectives by reviewing the major theorists, their theories, and research from these theories. Some basic motivational systems will be examined, including hunger, sexual response, attraction, and performance and aggression. The role of emotion and how it may sustain or undermine motives and goal-directed behaviors will be discussed. Theories of self-motivation and self-regulation will be covered, including the need to seek thrills, the need to achieve, and the need to set goals.

PS310 Health Psychology

Prerequisite: PS101.

Through an interdisciplinary approach, students will examine how multiple factors interact with and affect health, recovery, and adjustment of patients with serious health problems (e.g., cancer and heart disease), the efforts people make in promoting good health and preventing illness (weight control, smoking cessation, etc.), and the treatments received and the strategies used to cope with medical problems and their stress/pain.

PS315 Social Psychology (3 credits)

Prerequisite: PS101 (Completion of one additional Psychology elective recommended.)

Social psychology is an exploration of important social psychological principles and research as they have developed as theories and as they may apply to contemporary issues in social and organizational settings. Four major areas of social psychology and some of the topics within those areas are social perception (the social self, self-esteem, attributions, biases, self-fulfilling prophecy, stereotypes, social groups); social interaction (interpersonal attraction, the role of rewards, goodness of fit, situational influences, altruism, aggression); social influence (obedience, conformity, compliance, persuasion, group processes); and application (interpersonal, business, health, leadership, motivation).

PS320 Human Sexuality (3 credits)

Prerequisite: PS101.

This course focuses on the exploration of human sexuality from psychological and social perspectives. Historical perspectives of sexuality research will be introduced. Cultural and psychological dimensions that have impacted sexual attitudes and practices in society will be discussed.

PS322 Cognitive Psychology

Prerequisites: PS101 and one other Psychology course.

This course serves as an overview of cognitive psychology, the scientific study of mental processes. The course begins with the history of cognitive psychology, followed by an exploration of a variety of mental processes, including areas such as perception, imagery, language, problem solving, reasoning, and decision-making.

PS325 The Physiological Basis of Behavior (3 credits)

Prerequisites: PS101 and one other Psychology course.

In this course the student will be introduced to the neurological foundation of behavior. The student will examine the neuron, its structure and function, the role of neurotransmitters in communication among the neurons and their specific effects on human behavior. Structures such as the central nervous system and the peripheral nervous system and their functions will also be examined. The student will also explore how this "hardware" relates to many topics discussed in PS101. These topics include the following: emotions, motivation, intelligence, psychological disorders, perception, stress, sleep, consciousness, etc.

PS330 Forensic Psychology (3 credits)

Prerequisites: EN102 and PS101, or CJ101.

Forensic psychology deals with the application of psychological knowledge, methods, and tasks faced by the legal system. These tasks include criminal investigation; assessing the defendant for insanity or competency; assessing people for risk of violence, sexual offense or other dangerous behaviors; trial consultation; child-custody evaluations; understanding interrogations, confessions and eyewitness identification; and the selection and training of law enforcement officers. In this course the student will explore the field of forensic psychology and undertake research in a forensic psychology topic of their choice by drawing on empirical and theoretical journal articles.

PS335 Psychology of Terrorism (3 credits)

Prerequisites: EN102 and PS101.

This course examines the psychology of terrorism, not terrorists. A primary emphasis of the course is on identifying common features

both within and across terrorist organizations. Students must be able to “think” like the terrorists to better understand their motives, their objectives, and the methods used to achieve their objectives. Effective counter-terrorist strategies and the eradication of terrorist “breeding grounds” necessitate “seeing the world from the terrorist’s perspective.” Although some consideration of historic and of a variety of contemporary terrorist group is appropriate, a main focus of the course is on current terrorist threats confronting the United States.

PS410 Psychology of the Criminal Mind (3 credits)

Prerequisites: PS208 and PS330.

This course examines the mind of the criminal. The emotions and behaviors that lead to various criminal acts, both violent and nonviolent, will be investigated. Students will gain a more in-depth understanding of the evidence and origins of violence and will be challenged to determine, using scientific evidence, whether these individuals are more often evil, mad, or bad. Students will come to understand who criminals are, and how to reduce or respond to their behavior.

PS415 Psychology: History and Systems (3 credits)

Prerequisites: PS101 and one other Psychology course.

This course examines the history of psychology from its ancient philosophical roots to today’s theoretical perspectives and theoretical applications. Emphasis will be placed on the Greek, Roman, Early Christian, and other ancient and modern philosophers and their contributions as well as the contributions of the physical and medical sciences. The course will demonstrate how the great schools that emerged in the 20th century (psychoanalysis, behaviorism, gestalt psychology, humanistic psychology, and the cognitive school) owe their rise, at least in part, to advances in other social sciences, to changes in culture, and to events in history. The course will also focus on more contemporary theories and their influence, such as feminist psychology, positive and critical psychology, systems, narrative, and constructivism.

PS420 Group Dynamics (3 credits)

Prerequisites: PS101 and one other Psychology course.

This course is designed to be an interactive exploration of group dynamics and leadership. This course will introduce the current theories and models of group dynamics and its relationship to leadership. Students will explore various aspects of group dynamics such as power, perception, motivation, leadership, and decision making. Additionally, students will examine the ethical and multicultural issues that apply to groups.

PS425 Psychological Assessment*Prerequisites: PS322.*

This course provides an overview of psychological testing and is recommended for psychology majors, especially students interested in pursuing advanced degrees in psychology. The major tests of interest, aptitude, and personality currently used in clinical and educational assessment, will be emphasized. Measurement concepts essential to test interpretation and evaluation of strengths, weaknesses, and biases of various testing instruments will be covered as well.

PS430 Advanced Research*Prerequisites: PS211 and EN201.*

Students who have identified a research opportunity will work, under the close supervision of a faculty member and an on-site mentor, on new or established research projects in the field of psychology. Attention is given to the process of conducting ethical research, interacting with research participants, gathering information, analyzing data, and preparing findings for presentation or publication.

PS450 Senior Seminar (3 credits)*Prerequisite: Completion of 90 credits for the Psychology degree, or permission of Program Director.*

This course is designed as a capstone experience for the Psychology major. Its purpose is to unify and provide a broader context for knowledge about the field of psychology gained through prior coursework. Under the direction of faculty, students will explore the connections between both oneself and the field of psychology and the rest of the world and psychology. Students will conduct research and produce a final project or paper to demonstrate their depth and breadth of knowledge. The Senior Seminar is a culminating experience drawing upon coursework and the internship experience.

PS460 Internship (3 credits)*Prerequisites: IS210 (Day students) and completion of 90 credits for the Psychology degree or permission of Program Director.*

Students enrolled in the Psychology Internship engage in a real-world learning experience. They will have an opportunity to apply learning in an approved agency or organization. The opportunity to work in a professional setting helps students develop appropriate professional work standards, explore career options, and build mentor and other network relationships in the workplace.

Topics in Psychology

Based on student interest, topics such as Preschool through Adolescent Development (PS108) will be offered.

SCIENCE

SC101 Anatomy and Physiology I (Lab Science) (4 credits)

The first half of a two-semester course, beginning with the chemical, cellular, and tissue levels of organization and expanding into the structure and function of the integumentary system, muscular system, skeletal system, circulatory system, lymphatic system, and immune system.

SC102 Anatomy and Physiology II (Lab Science) (4 credits)

Prerequisite: SC101 with a C or better.

This course continues with the study of the structure and function of the human body with emphasis placed on the endocrine system, respiratory system, digestive system, nervous system, reproductive system, and urinary system.

SC103 General Biology (Lab Science) (4 credits)

The course begins with a general introduction to the nature of biological science and its significance in our everyday lives. It continues with the organization of matter, inorganic and organic molecules, followed by cellular biology, cellular division, genetics, ecology, evolution, and comparative anatomy and physiology. It concludes with the study of the five kingdoms — Prokaryotae, Protista, Fungi, Plantae, and Animalia — and the study of viruses as separate entities. A library component is included.

SC110 Nutrition (3 credits)

This course will help students become aware of the role that essential nutrients play in maintaining overall health. Course content will focus on how the components of the digestive system carry out their life-supporting functions to maintain homeostasis and how metabolic processes involving nutrients maintain life. The role of nutrient supplements and phytochemicals is explored. Diets for athletes, fad diets, weight and body composition, eating disorders, and food safety are covered extensively. Students will analyze their personal nutrient intakes by using diet analysis software.

SC121 Human Reproductive Biology (3 credits)

A non-lab science course for students with no biology background. Main subject areas to be discussed are inheritance, human reproduction, and birth defects. Included also will be a survey of such current issues as laboratory reproduction, genetic engineering, and recombinant DNA research.

SC123 Health Concepts and Applications (3 credits)

This course is designed to provide the student with the knowledge necessary to make intelligent decisions regarding the maintenance and im-

provement of personal health. Topics shall include the study of emotional health; food and nutrition; drug, alcohol, and tobacco use and abuse; prevention and treatment of communicable and non-communicable disease; sexuality and birth control; and safety and accident prevention.

SC125 Human Physiology (3 credits)

A study of the structure and function of the major organ systems of the human body. Discussions will include normal and abnormal physiology with emphasis on the interaction of these systems in health and disease. In addition, the effects of the environment, nutrition, and exercise will be examined.

SC129 Human Biology (Lab Science) (4 credits)

This course introduces students to the key biological and chemical principles that apply to all living things. It continues with the description and function of the components of the cell leading into the structure and function of the human organ systems. Diseases pertaining to each system and their prevention are discussed. Emphasis is also placed on human genetics, human behavior and learning, human evolution, and human population increase and its impact on the dynamic balance of the biosphere.

SC130 Essentials of Anatomy and Physiology (Non-Lab Course) (4 credits)

This is an introductory, one-semester, non-laboratory course that will provide students with a strong understanding of anatomical and physiological concepts pertaining to the human body. Emphasis is placed not only on the study of all body systems, but also on the application of knowledge to clinical situations.

SC131 Environmental Science (3 credits)

A science course designed to promote student investigation of current environmental issues and crises such as global warming, energy production, endangered species, and the destruction of tropical rain forests. Discussion will also focus on the impact of population growth and the preservation of natural resources for future generations.

SC133 Principles of Chemistry I (Lab Science) (4 credits)

Prerequisite/Corequisite: MA107.

This course will provide the basic principles of inorganic chemistry and its application to health-related issues and the environment. Topics will include: measurements and unit conversions, energy and matter, atoms and elements, nuclear radiation, compounds and their bonds, chemical kinetics and equilibrium, chemical reactions and quantities, solutions, acids and bases.

SC134 Principles of Chemistry II (4 credits)

Prerequisite: SC133.

This course provides the basic principles of organic and biological chemistry and an understanding of structure, physical/chemical properties, nomenclature, and the application of main groups of organic and biochemical compounds. Topics include study and use of chemical and physical properties of hydrocarbons such as alkanes, alkenes, alkynes, aromatic compounds; oxygen, nitrogen, sulfur, and halogen-containing compounds such as alcohols, phenols, ethers, aldehydes, ketones, carboxylic acids, esters, amines, and amides; biochemical compounds carbohydrates, lipids, proteins, enzymes, nucleic acids, and their metabolic pathways.

SC135 Introduction to Astronomy (3 credits)

This course provides an introduction to the major topics of astronomy. Beginning with the Earth and moving outward, the course explores the solar system, the nearby stars, Earth's galaxy, and distant galaxies and the origin of the universe.

SC141 Introduction to the Study of Disease (3 credits)

Prerequisite: SC102 or SC130, with C or better.

This course provides a solid foundation in the basic structural and functional changes caused by disease processes in the human body. Students will survey basic processes of pathology, including causes of disease, disease processes, signs and symptoms, and the prevention and treatment, including pharmacological intervention, of representative diseases by major body systems.

SC154 Energy and the Environment (3 credits)

This course will survey the forms of energy available for use in our modern society. The environmental impacts as well as the continued availability of each form of energy will be studied. Students will study ways we use energy and how this impacts the environment. Different forms of energy will be studied, including fossil fuels, solar energy, wind energy, geothermal energy, alternatives to fossil fuels, and other renewable sources. Students will learn about their own energy use as well as that of the United States and other countries.

SC213 Microbiology (Lab Science) (4 credits)

Prerequisite: SC102 or SC103, with a C or better.

A course designed to introduce the principles of microbiology. Emphasis will be placed on the characterization and cultivation of bacteria, reproduction, growth, and metabolism. Microorganisms other than bacteria that will be studied are protozoa, algae, fungi, and viruses. Control of microorganisms and disease will also be emphasized.

SC220 Essentials of Pharmacology (1 credit)

This course provides a basic framework of knowledge about the most commonly used drugs. Emphasis will be placed on drug action and on identification and administration of medications prescribed for specific diseases.

SC221 Introduction to Pharmacology (3 credits)

Prerequisite: SC102 with a C or better.

This course is designed to introduce the student to the fundamentals of drug action, their origins, and applications in medicine. Particular emphasis will be placed on classification, mechanisms of action, and therapeutic applications. In addition, application of drugs on people of all ages will be examined. Side effects and nutritional care will add to the overall objectives of this course.

SC301 Science, Technology, and Society (3 credits)

Prerequisite: EN102.

This course is designed specifically to engage the non-scientist. Real-life examples in the form of newsworthy stories are used to teach the material in context and demonstrate the interrelationship between scientific inquiry, technological changes, and society. This interdisciplinary approach will promote critical thinking and enable the student to integrate scientific knowledge acquired in the fields of cellular biology, molecular biology, biotechnology, stem cell research, nutrition, evolution, microbiology, and environmental science, along with the social implications of scientific discoveries. Students will explore the benefits and the risks of advances in scientific knowledge and technology.

SOCIOLOGY**SO101 Introduction to Sociology (3 credits)**

Explores the basic concepts, research methods, and theories concerning the relationship between individuals and society. This course will emphasize the influence of culture, social structure, and institutions in explaining human activity. The topics of deviance, collective behavior, and social change will also be examined and discussed.

SO103 The Family (3 credits)

This course presents an interdisciplinary and cross-cultural view of the family. Readings from history, anthropology, human growth and development, and sociology will be studied. A number of popular beliefs and myths will be examined for validity.

SO105 Introduction to Criminology (3 credits)

After an analysis of current statistical data on crime and its distribution within the United States, students will examine criminological theories and how these theories relate to crime data, patterns of deviance, and the public's response to criminal behavior.

SO121 Social Justice, Race, and Gender Issues in American Society (3 credits)

A sociological introduction to the historical and current influence of race, ethnicity, gender, and class on individuals and families, regarding inequality of social status, political power, access to education, health care, housing, other human services, career opportunity, and economic well-being. Examines both theoretical approaches and empirical evidence regarding the ways inequality is created, maintained, and overcome in society, and the harmful effects on individuals, families, and society as a whole. Topics addressed include: the social causes of racial, ethnic, gender, and class discrimination in American society; the nature of oppression and historical and current social justice and liberation movements seeking to combat it; individual and institutional forms of social injustice; social conditions promoting prejudice, racism, discrimination, segregation, and inequality of opportunity; social constructions of race and gender roles; and the responsibilities of the human services professional in combating injustice.

SO131 Sociology of Gender (3 credits)

This course focuses on the significance of gender in society from both historical and contemporary perspectives. Specific areas of investigation include the social construction of gender and its impact on work, the state, patriarchy, and the role of women in society and in the family. Further attention will be paid to such factors as race, ethnicity, and class to understand more fully women's roles across cultures and over time.

SO210 Sports and Media (3 credits)

Prerequisite: Any PS, SO, or CM course.

This course is designed to help students more critically view the role of sports media in American culture. The influence of and relationship between sports media and issues such as nationalism, capitalism/consumerism, and violence and civic life will be examined as well as the relationship to sexism and racism. Issues in relation to journalism ethics and the production of sports media also will be examined.

SO315 Diversity Seminar (3 credits)

This seminar will focus on the many aspects of diversity, including (but not limited to) race, ethnicity, gender, class, sexual orientation, religion, and ability. Students will be encouraged to explore these

topics in depth and develop critical thought and analytical approaches about these issues that face our social world. Throughout the seminar, students will be required to read and discuss a wide range of topics intended to raise awareness, challenge preconceived notions, and explore oppression in the United States and internationally.

HOSPITALITY

TH101 Introduction to Hospitality and Tourism (3 credits)

Analyze and understand the size and scope of the hospitality and tourism industry. Discover the various entities that make up one of the world's largest industries and learn how each entity relates to one another. Special emphasis is placed on identifying the many different career paths within the industry.

TH106 Event and Convention Planning (3 credits)

Learn the skills and competency required to be a professional meeting planner. Detailed attention is paid to the process and ingredients needed in planning a meeting, exposition, event or convention. Key topics covered are developing the event, site inspection, budgets, food and beverage operations, legal issues, technology, request for proposal, return-on-investment, and after-the-event debriefing.

TH107 Introduction to World Destinations (3 credits) (G)

Discover what makes destinations truly become a tourist mecca and geographically where they are located. Learn what factors affect a destination, such as climate, culture, infrastructure, currency, politics, economy, sightseeing attractions and accessibility. Emphasis is placed on understanding latitude and longitude, the 24-hour clock, time zones, and in reading maps.

TH200 Hospitality Internship (3 credits)

Prerequisites: TH101 and TH107.

A supervised work experience for second-year Hospitality Management students, where students are placed in travel- and hospitality-related offices to gain practical experience. Seminars on campus are required. Minimum 120 hours.

TH201 Hospitality Sales and Marketing (3 credits)

Prerequisite: TH101.

Examine the processes and activities required to market and sell the hospitality products and services. Concepts such as the psychology of the traveler, marketing mix, communication, advertising, sales function, and the sales interview are addressed thoroughly.

TH225 Hotel and Lodging Management (3 credits)

Prerequisites: TH101 and EN102, or MG 201.

Gain insight into the skills needed to successfully manage a limited-service facility to a full-service resort hotel. Students focus on the internal operations of a lodging facility. Importance is placed on how hotel departments function and interface with each other, the concept of total quality management, marketing, communications, sales, personnel, security, and managing the guest's experience.

TH300 Food and Beverage Management (3 credits)

Prerequisite: TH225.

The food and beverage department of a lodging operation is its bread and butter. After accommodations, food and beverage is the second-most important item on a profit and loss statement. Attention is placed on management's role in devising and implementing procedures to provide and enhance quality guest service. Time is devoted to learning about restaurant staff selection, menu development, supplies, equipment, sanitation, health, room service, legal issues, on-site food service operations, and the importance of labor and revenue control.

TH305 Housekeeping Operations (3 credits)

Prerequisite: TH225.

Examine the important role, tasks, and responsibilities associated with the largest labor intensive department within a hotel. Topics covered include staffing, planning and organizing the housekeeping department, controlling expenses, managing inventories, guestroom and public area cleaning, guest safety and security, linen control, and off or onsite laundry room.

TH350 Front Office Operations (3 credits)

Prerequisite: TH225.

Accommodations are the hotel industry's largest income producer. Students focus on understanding the operations of this critical department. Topics covered include the reservation process, guest services, overbooking, room rates, preparing the guest's folio, and the night audit. Issues relating to communications, staffing, housekeeping, maintenance, security, and managing the guest's experience will also be covered.

TH410 Contemporary Issues in Hospitality (3 credits)

Prerequisites: TH201 and LA305

Students focus on present-day issues and trends impacting the hospitality industry. This course requires research, analysis, presenting, writing, and discussion of current topics pertaining to the industry and its future.

Topics in Hospitality

Based on student interest, topics such as Group Tour Planning (TH203) and Professional Travel Agency Management (TH204) will be offered.

WOMEN'S STUDIES

WS102 Introduction to Women's Studies (3 credits)

Introduction to Women's Studies is an interdisciplinary humanities course that examines historical and contemporary feminist works and theory by exploring women's experiences, their representations, and their relative positions in societies. This course introduces students to diversity and dissent within feminism by exploring multiple perspectives in Western feminist theory and by situating these perspectives within their theoretical, literary, philosophical, academic, and artistic contexts.

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